OKLAHOMA STATE UNIVERSITY

Office of Technology Commercialization

REQUEST FOR INCOMING BIOLOGICAL MATERIALS/CHEMICAL COMPOUNDS

The Office of Technology Commercialization (“OTC”) wants to process your request to receive biological materials/chemical compounds (“material”) as quickly as possible. To facilitate the transfer while protecting, where possible and practicable, any resulting technology, we ask that you work with your college research office to provide us with the information requested in the attached Material Transfer Agreement Questionnaire.

If your request is for material from a university or other non-profit entity, OTC may be able to use the standard Uniform Biological Material Transfer Agreement (“UBMTA”) Implementing Letter. We recommend using the UBMTA whenever possible to expedite the transfer process.

Before material can be transferred to OSU, OTC needs to know whether you or OSU might be obligated under prior agreements. You may, for example, have obtained other material from a sponsor (e.g., academic institution, governmental agency, non-profit organization), via a Material Transfer Agreement or other agreement, which may limit your ability to incorporate the material of another person or entity in your intended research project. In addition, you or OSU may have prior agreements or licenses, which could have an impact on the intellectual property rights in any resulting technology.

There are also regulations covering the methods used to package and transport hazardous biological materials. Examples of such materials include human pathogens, zoonoses, toxins, animal pathogens, genetically modified microorganisms, and plant pathogens. The Antiterrorism and Effective Death Penalty Act of 1996 and the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 are the federal regulations governing possession, use, transport, and receipt of certain hazardous materials. Please check the **Biosafety - Laws, Policies, & Guidelines** link at the OSU Biosafety Program web page at <https://research.okstate.edu/compliance/ibc/laws-policies-and-guidelines.html> to see if these regulations apply to the material you wish to receive. If they do, please contact the Office of University Research Compliance at (405) 744-1676 for instructions on how to ensure that you are in compliance with these important regulations. It is also important that you learn prior to requesting the material if the personnel in your laboratory will be able to continue their research in that lab if the material is in possession and/or use. Non-compliance with these regulations may result in severe criminal and civil penalties for the investigator.

Stringent controls also exist on the export/import of materials that could possibly be used in chemical or biological weapons. In some cases, a license may be required from the Department of Commerce (Export Administration Regulations) or the Department of State (International Traffic in Arms Regulations) before a material transfer can take place. Please check the **Export Control Resources** link at <https://research.okstate.edu/faculty-resources/export-control.html> to see if these regulations apply to the material you wish to receive. If they do, please contact OSU’s Export Control Officer at (405) 744-1378 for instructions on how to ensure that you are in compliance with these regulations. Violations of the regulations can result in civil and criminal penalties for the investigator.

If you have general questions regarding the questionnaire, please contact your college research office or OTC at otc@okstate.edu.

**MATERIAL TRANSFER AGREEMENT QUESTIONNAIRE**

**REQUEST FOR INCOMING BIOLOGICAL MATERIALS/CHEMICAL**

**COMPOUNDS (“MATERIAL”)**

1. Recipient Scientist’s Information

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Department: |  |
| Campus Address: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |

1. Amount and Type of Material Requested:
2. Provider Scientist’s Information

Is organization a non-profit/university?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Is organization a commercial entity?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

|  |  |
| --- | --- |
| Name of Organization: |  |
| Contact Person: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |

1. Attach any agreement, statement of work, or correspondence of any kind between you and the Provider of the Material stating condition(s), restriction(s), or guidelines for use of the Material.
2. Is the Material you are receiving governed by the CDC Select Agent Program?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please contact the Office of University Research Compliance, 223 Scott Hall, at (405) 744-1676 to notify them of your request for the Material.

1. Is the Material encumbered by patent(s) or license(s) of which you are aware?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please explain:

1. Do you have the Material in your possession?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. Is the Material available commercially or through another source such as research reagent bank or depository (ATCC, Hybridoma Bank, etc.)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. Describe how you intend to use the Material (attach statement of work if available).
2. Does the use of the Material involve animals/human subjects?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please provide Institutional Animal Care and Use Committee or Institutional Review Board approval number (if approved) and date of approval.

|  |  |  |  |
| --- | --- | --- | --- |
| IACUC # |  | Date Approved |  |
| IRB # |  | Date Approved |  |

1. Will other OSU employees be involved in this research project?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

12. Is anyone involved in this research project a foreign national (does not have permanent residence status)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please contact the Office of University Research Services at (405) 744-9995 for assistance.

13. Does the research project for which this Material will be used involve biomaterials for which an approved protocol from the Institutional Biosafety Committee will be required?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please provide the approval number (if approved) and date of approval.

|  |  |  |  |
| --- | --- | --- | --- |
| IBC # |  | Date Approved |  |

14. What biosafety level will be required for use of the Material and has the lab been approved for that level.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Biosafety Level (BSL) Required: | BSL1 |  | BSL2 |  | BSL3 |  |
| Date Lab Approved: |  |

15. Please list all internal funding sources and external funding sources (for-profit, foundations, State, Federal, etc.) for the project(s) in which the Material will be used.

|  |  |
| --- | --- |
| Agency/Patron/Collaborative Partner(s): |  |
| Grant Number(s): |  |
| OSU Account Number(s): |  |

16. Will the Material be used in conjunction with any other material(s) received from another institution, company, or any other third party?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. If yes, please identify the other material(s) and the provider.
2. If yes, did you receive the material(s) via an agreement, statement of work, or correspondence of any kind between you and the provider stating condition(s), restriction(s), or guidelines for use of the material(s)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. If yes, please attach a copy of the document.

17. Will your research project involve a material or method of value or potential value that you have developed?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please describe and list any relevant patents or invention disclosures.

18. Do you anticipate that any inventions will be developed from the use of the Material?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please explain (will invention incorporate the Material, will invention be an entirely new product, cell line, etc.)?

19. Do you anticipate that the use of the Material will lead to the development of a plant variety or a plant patent?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please address the following:

* 1. Will the plant variety or PVP have commercial value?
	2. Who are the other cooperators?
	3. Will a sharing of income/royalties be expected?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

20. Will the availability of the Material be limited to a specific time period?

21. What will be done with the Material when the project is complete?

|  |  |  |
| --- | --- | --- |
| Return Material to Provider |  |  |
| Dispose of Material |  | If so, how? |  |

**NOTE**: There may be terms and conditions in the Material Transfer Agreement which may preclude your use of the Material in research sponsored by third parties. You may also be prevented from obtaining material(s) in the future from third parties whose policies do not allow distribution of biological materials to investigators whose rights to commercialize technology may be limited by preexisting obligations.

Please send the completed, signed form to the Office of Technology Commercialization, 1201 S. Innovation Way Drive, Suite 210, Stillwater, OK 74074.

|  |  |  |
| --- | --- | --- |
| Recipient Scientist |  | Date |
|  |  |  |
| Department Head |  | Date |
|  |  |  |
| Dean/Research Director |  | Date |
|  |  |  |
|

|  |
| --- |
| FOR OTC USE ONLYDate Received: \_\_\_\_\_\_\_\_\_\_Date Approved: \_\_\_\_\_\_\_\_\_\_By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Biological Safety Officer Office of University Research Compliance |

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