**MTA Request Form for Outgoing Materials**

Please complete and return the MTA Request Form to [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg). Also, do disclose any additional information which might be relevant to this materials transfer.

**NOTE**: Please complete ALL fields, incomplete forms will not be processed.

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| 1. **CONTACT INFORMATION OF THE RECIPIENT INSTITUTION** | |
| Recipient Institution/Company Name |  |
| Recipient Scientist Name |  |
| Recipient Tech Transfer Office Contact (Name, Phone, Email address) |  |
| 1. **TYPE AND DESCRIPTION OF MATERIALS BEING SENT** *(please check the applicable box and provide a short description)* | |
| Name/ Description of the Materials being provided:  Type of Materials:  Biological materials  Clinical samples  *(Please append a copy of the IRB application/approval to this Questionnaire)*  Drugs / pharmaceutical materials  Chemicals  Software  Engineering materials (e.g. nano-particles, etc)  Others, please describe: | |
| 1. **WERE THESE MATERIALS DEVELOPED BY YOU AND IN YOUR LABORATORY?** | |
| YES, ownership of the Materials belongs solely to NUS  YES, but it was in collaboration with a third party; please specify:  NO, Materials were received from a third party; please specify:  NOT SURE (TTI will contact you for more information) | |
| 1. **RESEARCH TITLE AND SHORT DESCRIPTION OF THE PROPOSED RESEARCH IN WHICH THE REQUESTED MATERIAL WILL BE USED** | |
| Project Title:  Project Description:  Intended Use of the Material:  Project Duration: | |
| 1. **ARE THE MATERIALS AVAILABLE FROM OTHER SOURCES?** (e.g. commercial entities, other research institutes, etc) | |
| NO  YES  Alternative source: | |
| 1. **ARE THERE ANY PATENT RIGHTS IN THE MATERIALS?** | |
| NO, Materials are not patented  YES, Materials have been patented (if available to you, Patent Ref. No.      )  Don’t know | |
| 1. **HAVE THE MATERIALS BEEN PUBLISHED?** | |
| NO, not published  YES, published in  Not sure | |
| 1. **WILL THE MATERIALS BE USED AS PART OF RESEARCH IN AN ON-GOING COLLABORATION WITH THE RECIPIENT SCIENTIST?** | |
| NO, the Recipient Scientist will use the Materials solely for research conducted at Recipient Institution with no inputs from NUS.  YES, the Recipient Scientist will use the Materials in a formal collaboration project with NUS.  TTI Ref. No of existing research agreement (if any): | |
| 1. **WHAT IS THE FREQUENCY OF THIS MATERIALS TRANSFER?** | |
| One-time transfer  Multiple transfers over a period of | |
| 1. **ADDITIONAL INFORMATION** (e.g. special handling of Materials, etc) | |
|  | |
| 1. **I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE** | |
| Name of Principal Investigator :  Department & Faculty :  Contact Number :  Email :  Date :  **Note:**   1. If you are holding joint appointments in more than one department at **NUS**, please indicate the primary department for the purpose of this agreement. 2. If you are holding joint appointments in **NUS and NUH**, and the Materials were collected or prepared at NUH premises or using NUH resources, please indicate in Q10 above, and we will advise you accordingly. | |