



Outgoing Material Transfer Agreement (OMTA) Request Form Principal Investigator Separation Form

Principal Investigators (PI) must email completed and fully signed Material Transfer Agreement to ELP-ResearchContracts@ttuhsc.edu along with all the relevant research committee approvals prior to submitting this form (Institutional Biosafety Committee (IBC), Institutional Animal and Care Use Committee (IACUC), Institutional Review Board (IRB), and LARC Animal Export Request Form.

TTUHSC EP Principal Investigator

Department School

Phone Email

Alternate Department Contact Phone

Email

Principal Investigator's last day at TTUHSC EP

Recipient Information

Institution Material

Primary Address

Recipient Investigator

Phone Email

Recipient Firm/Institution Contact for Question/Negotiations

Phone Email

Research Plan (Briefly describe recipients intended use of material)

Nature/Involvement of the material to be transferred (Please check all that pertain and attach in email):

- Biohazardous, infectious or Recombinant DNA
- To be used in Humans
- To be used in Vertebrate animals
- Radioactive sub-license under name
- Subject to Export Controls
- Oncomouse Technology
- Cre-Lox Technology
- Select Agent (Patriot Act)

- IBC#
- IRB#
- IACUC#

- IBC last approved date
- IRB last approved date
- IACUC last approved date

No.	Material Information	YES	NO
1.	Is PHI De-identified?	Yes	No
2.	Will TTUHSC EP relinquish material to recipient?	Yes	No
3.	This agreement shall terminate on the date the recipient receives the materials.	Yes	No
4.	Was this material developed solely in your lab at TTUSHC EP and is it considered proprietary to TTUHSC EP? If no, where was it developed and by whom?	Yes	No
5.	Was this material originally obtained from a source outside of TTUHSC EP? If yes, identify the original source.	Yes	No
6.	Is there a current MTA in place?	Yes	No
7.	Does this material contain or was it derived from material(s) received from others? If yes, identify the other material(s), the providers, and any associated MTA's.	Yes	No
8.	Has a description of the material been published? If yes, provide full citation	Yes	No
9.	Is the material patented/patent pending? If yes, provide file number	Yes	No
10.	Has the material been disclosed to the TTU Office of Research Commercialization as a potential invention? If yes, provide file number	Yes	No
11.	A transmittal fee of _____ shall be paid by the recipient to TTUHSC EP, for the preparation and shipping cost.	Yes	No
12.	Is this material a select agent or toxin as defined by the federal government? (See https://www.selectagents.gov/SelectAgentsandToxinsList.html)	Yes	No

(Please ensure you contact Research Compliance for research export control instructions) email to: elp-researchcompliance@ttuhsc.edu

PRINCIPAL INVESTIGATOR REPRESENTATIONS AND CERTIFICATIONS

My signature below certifies that:

- 1) The information submitted on this form is true, complete, and accurate to the best of my knowledge.
- 2) Any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- 3) I agree to accept responsibility for the scientific conduct of the subject material.
- 4) The personnel involved in this project are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from any federal department or agency.
- 5) I agree to be bound by the terms and conditions of the material transfer agreement.
- 6) I agree to annually certify and report any changes to significant financial interests of my own, investigators, senior/key personnel, and family members within 30 days of discovering or acquiring a new significant financial interest, as mandated by HSCEP OP 73.09.
- 7) PI acknowledges that TTUHSC EP will fully relinquish ownership of materials and disclaims any liability arising out of any use of the listed material hereinafter. It is the PI's responsibility to ensure that all requested material be taken at the time of scheduled pickup/transfer. It is not TTUHSC EP responsibility

for any material left behind.

- 8) Recipient has 30 days from the effective date of this agreement to complete the transfer of listed materials from TTUHSC EP premises.
- 9) Recipient agrees that any material left behind after the 30 days from the effective date of this agreement, will be destroyed by TTUHSC EP. It is the Recipient's responsibility to ensure that all requested material is taken at the time of scheduled pickup-transfer.
- 10) PI shall have publication rights consistent with academic standards to publish the research results provided such publication accredits TTUHSC EP on any publications or presentations.
- 11) I have reviewed the attached contract document(s) and recommend executing the attached document(s) as written. In addition, I can confirm that we do have available resources to fulfill all of the obligations contained in this agreement or contract, and it is within the mission of this department or area of responsibility. I feel this agreement or contract is a proper activity to enter into, that it will be beneficial to TTUHSC, and it complies with Board of Regents and TTUHSC policies. [The policies cited here are HSC OP 54.01 - 54.02 - 54.04 and Board of Regent's Rules 07.12].

Financial Conflict of Interest Disclosure

Do any of the participating faculty, staff, or students (or their spouses or dependents/children) have any financial interests, such as royalties, equity, or any other payments (e.g., consulting, salary, etc.) in the sponsor or other entities having a financial interest in the intellectual property, products, or services that are the subject of the proposed project? Yes No

If yes, attach Financial Disclosure Form(s).

To the best of my knowledge, the information I have provided herein is true and accurate:

Principal Investigator/Scientist

Department Chair Approval Signature,
or President's Signature

NOTE: If the PI is the Department Chair, please obtain President's signature of approval. Please email the completed form, with all required signatures, to ELP-Research-Contracts@ttuhsc.edu

***DISCLAIMER:** If information is incomplete or supporting documentation was not attached, (etc. IRB, IACUC or IBC letters), this form will be returned to the department or Principal Investigator.*

