



REQUEST FOR MATERIAL TRANSFER AGREEMENT

TO INITIATE A NEW MTA, PLEASE FILL OUT AND EMAIL THIS FORM TO: ospcontracts@vt.edu

Please attach a copy of any draft agreements sent for VT review

Is Virginia Tech Providing OR Receiving the Material?

VIRGINIA TECH

Please provide the following information for the PI, Department, and/or Point of Contact involved in the transfer.

PI Name:	VT Point of Contact (if other than PI):
PI Department:	VT Point of Contact Email Address:
PI Email:	Department Organization Code (Example: 030800):

OTHER ORGANIZATION

Please provide the following information for the Other Organization involved in the transfer.

Name of Organization:	Organization's Address:
Point of Contact (if other than PI):	
	PI Name (If applicable):
Point of Contact Email:	
	PI Email Address:

ADDITIONAL INFORMATION

1. For what purpose is the material being requested?

2. Please provide a detailed description of the Material, including quantities and weights, if applicable:

3. Will any data or related information be shared between the Provider and the Recipient once the research on the material is completed? If so, describe the data and/or information to be provided and to whom:

4. Does the Material involve any intellectual property of Virginia Tech Intellectual Properties (VTIP), including invention disclosures or ideas that should be disclosed? Does the Material involve any intellectual property of the other party? Will any additional proprietary information be provided or received?

5. Will a new invention, new idea, or new process be developed as part of this project? Will the new invention, idea, or process have commercial applications?

6. Provide details of the costs to prepare and ship the Material and who is responsible for paying the cost:

7. Was this Material developed for military, space, intelligence or nuclear applications? Please explain.

8. Do you believe the Material being shared provides critical/significant military or intelligence advantage to the United States? Please explain.

9. Is the Material to be transferred restricted by any US export control laws (EAR or ITAR)? Please explain.

10. Will the research involve any international partners/collaborators or foreign national researchers (students, faculty, visiting scientist, etc.?)

Please note the following:

- A Material Transfer Agreement (MTA), in almost all cases, must be in place before Virginia Tech can ship or receive Materials. All MTAs must be processed through and signed by the Assistant VP in OSP.
- If you are the Recipient or Provider Scientist, you may be required to sign the MTA as such; however, you are not authorized to execute the MTA (to sign on behalf of Virginia Tech).
- The PI should coordinate the receipt or shipment of all Materials through 1) EHS to ensure that the Material is safely shipped or received, and 2) OESRC (Export Control) to ensure that the university complies with US laws related to export-controlled Material.
- You will be provided with an executed copy of the MTA. You must comply with the terms of the agreement.

If you have questions or if you need additional information and material transfers, please contact Cyndy Williams in the Office of Sponsored Programs at cwilli64@vt.edu or 231-3371.