

**DISCLOSURE & REQUEST FOR TRANSFER OF TANGIBLE RESEARCH MATERIALS**

P.I.: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)

College: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**I. Material Information**

Name of Material \_\_\_\_\_

1) Is the Material related to or has the Material been previously disclosed in an Enabling Invention Disclosure or a Disclosure of Tangible Research Materials to the Center for Technology Licensing at Cornell University? Y  N  Not sure

If "yes", please provide the docket number: \_\_\_\_\_ (Don't remember docket number  ). **\*\*\*THEN SKIP TO SECTION II.**

If "No" or "Not sure", **\*\*\*CONTINUE BELOW**

Please provide a brief description of the Material and its uses and/or furnish CTL with a paper or manuscript that describes the Material if available. Your description should include what the material is and what it is for or does. If applicable, please also provide the grant name and number of the sponsor that has supported your research in this material.

2) Was this Material created at Cornell University under the Cornell P.I.'s supervision?  Y  N

3) Is this human material that is subject to review by the Institutional Review Board (IRB)?  Y  N  
• If yes, please provide a copy of the approved IRB protocol.

4) Does the material contain embryonic human stem cells?  Y  N  
• If yes, please provide the Embryonic Stem Cell Research Oversight (ESCRO) registration/approval.

5) Did you receive the Material from others and therefore this is a re-transfer?  Y  N  Not sure

6) Does the Material contain in whole or in part any material(s) that a Cornell University investigator received from another party under an agreement [e.g., such as a Material Transfer Agreement, Collaborative Research Agreement, Sponsored Research Agreement, Confidentiality Agreement, purchase agreement of research reagent vendors, etc.] that prohibits the redistribution or further transfer of such material(s)?  Y  N  Not sure

7) Does this Material contain a controlled substance, pathogens or other harmful biological agents subject to special guideline procedures?  Y  N  Not sure

8) Do you want to charge the Recipient for the Material?  Y  N  
• Cornell normally charges for-profit organizations.  
• As an academic courtesy, Cornell normally does not charge not-for-profit organization if the not-for-profit organization accepts our standard Material Transfer Agreement (MTA). However, material providers have the right to request reimbursement from recipient for actual costs associated with the preparation and shipment of the Material.  
• If the not-for-profit organization negotiates changes to our standard MTA, CTL will charge the recipient a reasonable administration fee.

9) Do you want to post this Material on the CTL website?  Y  N

**II. Transfer Information**

Recipient Organization: \_\_\_\_\_

Please indicate whether this is a  for-profit organization,  not-for-profit organization, or  not sure.

PI at Recipient Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person at the Recipient organization: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed use of material by Recipient: Please provide CTL with a copy of the recipient's email or letter that indicates the intended use of the material.