

Material Request Form

This form is used when obtaining materials for your research program.



Questions, please contact Lesa Feldhousen.

Please send completed form to lfeldhousen@tamu.edu and areitmayer@tamu.edu.

1. Principal Investigator: System Member: Email: Phone:
Department:

2. Primary Person who will use the material, if not Principal Investigator:
Name: Email: Phone:

3. Name of Provider Organization (company or institution which will be sending the material):

4. If you know the contact for obtaining this material, please provide contact information below:
Name: Email: Phone:

5. If you know the legal, technology transfer, or administrative contact at the Provider Organization who handles material transfers, please fill in his or her contact information:
Name: Email: Phone:

6. What is the material you are requesting? Name of Material and Description (include citation or website if applicable):

7. What is the intended use of the material you are requesting?
Research Teaching Other - Please explain:

8. How long do you plan to use the material?

9. How do you plan on disposing of the materials once the project is completed?

10. What source(s) of funding will you use to conduct your research/program with the materials? This will help us manage conflicts between obligations to research sponsors and any obligations requested by the Provider Organization.
Federal State Private Entity Department Other - Please explain:
If available, please provide the proposal number, account number, and/or sponsor name and contract number.

11. Do you intend to publish or present your results?
Yes No

12. Please check the appropriate boxes. The following questions are helpful to us in completing material transfers.
Yes No Are you aware of alternative sources, or do you know if this material is commercially available?
Yes No Can you extract or reproduce the material from a commercial off-the-shelf product?
Yes No Will the materials be used in conjunction with any other materials received from a third party?
Yes No Are the materials relevant to any previous or pending disclosures of inventions from your lab?
Yes No Have any confidentiality, nondisclosure, or other agreements from the provider been signed which relate to the materials?

If you answered "yes" to any of the above, please explain below:

13. Please briefly describe how the material will be used in your research/program. This will assist us confirming that the agreement with the Provider Organization is consistent with your research/program plans. Attach additional pages, if

Yes No Will you create any modification out of the Material (i.e., will you create any substance that contains or incorporates the Material; will you crossbreed Material with your own materials)?
Yes No Will you create any derivative of the Material (i.e., functional subunit; product expressed from the original material)?

14. Please check the appropriate boxes below. We are required to collect this information for the purposes of financial conflict of interest review.
Yes No Do you have a financial interest in the provider organization (income, consulting, gift, stock ownership or management position) as defined by TAMUS Regulation 15.01.03?

15. For the purposes of research compliance review, please check one response for each question.

- Yes No Material being used is from Human or will be used in Humans.
- Yes No Material being transferred is from Animals or will be used in Animals (Vertebrates) Species: _____
- Yes No Material being used constitutes an Infectious Biohazard (human blood, human tissues, human cells, pathogens and potential pathogens affecting plants, animals and humans, and/or biological toxins).
- Yes No Material being transferred contains Transgenic plant materials.
- Yes No Material being used is/contains Human Embryonic Stem Cells.
- Yes No Material being transferred is a Select Agent (list): _____
- Yes No Material being transferred is/will be used in Recombinant DNA work.
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- Yes No Material being transferred must be utilized in a Biosafety Level 3 (BSL-3) facility.
- Yes No Material being transferred will be utilized in Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP)/Good Clinical Practice research.
- Yes No Material being transferred is Radioactive or a Radiation Producing Device.
- Yes No Material being transferred is Explosive.
- Yes No Material being transferred requires permits for handling (list): _____
- Yes No Material being transferred is considered Classified or Proprietary.
- Yes No Material being transferred has Commercial Potential.
- Yes No Sponsor has Restriction on Participation of Non-U.S. Persons Unknown
- Yes No Material will be used in International Collaborations: Involved Nations (list): _____
- Yes No Material will be shipped to a Non-U.S. Destination, if yes where (list): _____
- Yes No Material will be used off campus (Non-University property), if yes where (list): _____
- Yes No Access to the material by non-U.S. persons is restricted.
- Yes No Material will be provided by Non-U.S. Entity.
- Yes No Does Material being transferred have the potential (or could it be modified) for military use or use in outer space?
- Yes No Is there reason to believe that your research/program with the Material could be used in the development of weapons of mass destruction including the proliferation of nuclear explosive devices, chemical or biological weapons, or missile technology?

16. PRINCIPAL INVESTIGATOR CERTIFICATION: By signing this form or submitting this through my registered campus email address, I certify that the foregoing is true and correct to the best of my knowledge, and I agree to comply with current TAMUS policies and federal regulations.

Name

Date
