

**EAST TENNESSEE STATE UNIVERSITY
OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

ETSU Material Transfer Initiation Form (Outgoing)

I. ETSU Investigator Information

ETSU Principal Investigator	
Department / College	
Campus Address	
Email Address	

II. Recipient Organization Information

	Name	Email	Phone Number
Organization			
Organization Investigator			
Administrative Contact			
Shipping / Receiving Contact			

Please provide a description of the proposed research:

To your knowledge is the research confidential, classified, or otherwise restricted?

No

Yes

If Yes, please describe:

To your knowledge, is the final intended use different than the proposed research?

No

Yes

If yes, please provide a description of the final intended use:

Please attach the Recipient's Scope of Work to this form.

III. Material Description

Name and Description of the Material	
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Is the Material:

	No	Yes	If Yes, Provide the Protocol Number
Recombinant DNA?			
Pathogenic?			
Human Cells / Tissue?			
Radioactive Material?			
Otherwise Potentially Hazardous or Harmful?			

Was the Material given a Biosafety Number? No Yes

If Yes, please list the Biosafety Number:

IV. Source(s) of the Material

A. Was the Material created at ETSU? No Yes

If No, where was the Material created?

AND please provide contact information for that Organization:

B. Was the Material created from External Funding or Sponsored Research? No Yes

If Yes, please list the Funder or Sponsor's Name and any relevant ORSPA or Grant number:

Funder / Sponsor Name	
ORPSA / Grant Number	

C. Was the Material developed (in whole or in part) under a Material Transfer Agreement (MTA), other signed Agreement, or informal Agreement (including email) with another Organization? No Yes

If Yes, please list the name of the Organization and the date of any relevant MTA, Agreement, or Email. Also, please list any relevant ORSPA Number.

Organization Name	
Date of Agreement	
ORSPA Number	

D. Was the Material created from Research that is or was?

	No	Yes	If Yes, provide a description of the restriction
Confidential			
Classified			
Restricted Participants			
Restricted or No Publication			

Please attach a copy of any and all relevant Agreements and Emails to this form.

V. Export Controls

Are you aware of any reason that the Material is or may be subject to Export Control regulations? No Yes

If Yes, please explain:

I certify that, to the best of my knowledge:

	No	Yes
There is a military application for the Material?		
The Material can be used as or in weapons?		
There is a space-related application for the Material?		
The Material involves encryption?		
I have reason to suspect that Recipient or end user may be involved in or intend to transfer the Material to another for use, design or production of military or defense items or purposes?		
The transferee intends to transfer the materials to another party?		

If answering Yes to any of the above, please describe why you answered yes:

VI. Material History

A. Is the Material associated with an invention disclosure, patent application, or patent? No Yes

If Yes:

Please describe the status:

Please list all People or Parties with an interest in the above:

B. Has the Material been shipped before? No Yes

If Yes, please provide the transfer history below:

To whom was it shipped? When was it Shipped? Agreement name and number?

To whom was it shipped?	When was it Shipped?	Agreement name and number?

Please attach a copy of any and all relevant Agreements and Emails to this form.

VII. Certification

I certify that the information I have provided is true and accurate to the best of my knowledge and that I will comply with any terms or conditions of the Material Transfer Agreement. I further certify that I will make every effort to comply with any applicable Export Control Regulations and with ETSU policy.

Signature of ETSU Principal Investigator

Date