

UNIVERSITY OF ROCHESTER
MATERIAL TRANSFER AGREEMENT CHECKLIST
(Sending Materials Checklist)

Material Transfer Agreements are entered into as a means of protecting the intellectual and property rights of both parties. Agreements between academic institutions or academic and not-for-profit institutions are generally the quickest to execute. However, agreements involving industry often take longer to complete because they frequently contain language that attempts to restrict the scientist's rights to publish and own inventions. These matters must be appropriately negotiated so that the scientist's research and University's pre-existing obligations are not compromised.

University of Rochester Scientist _____

Phone # _____

1) Description of material to be sent: _____

2) Background Information:

a) Is the material related to an Invention Disclosure, prior MTA or patent application?
Yes ___ No___ (If so, please identify)

b) Please indicate who will be receiving the material: Academia / Nonprofit ___ or Industry ___

Requesting Scientist and Institution: _____

Address: _____

Phone: _____

3) How would you like this MTA to be sent? (Please check one) ___ E-Mail ___ 1st Class Mail
___ FedEx

If E-mail was selected, please provide:
Requesting Scientist's E-mail address _____

If FedEx was selected, please provide:
FEDEX Account # _____
FEDEX Reference # _____

Please return the completed form to:
Office of Research and Project Administration or Box 270140
Fax 275-9492 ATTN: ORPA/MTA