**MTA Worksheet**

*Obtaining permission to transfer third party materials can take weeks or longer.*

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| **LBL Contact Information** | |
| Requester name: |  |
| Requester department: |  |
| Principal Investigator (PI): |  |

|  |  |
| --- | --- |
| **Outside Participant** | |
| Company/University/Institution: |  |

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| **Screening questions** |  |
| (1) Description of the component(s) |  |
| (2) Were the component(s) received from a collaborator/third party? | Yes  No  *If yes, please fill out 1(a) through 1(e) to the best of your knowledge.* |
| (a) From whom did you receive the material? |  |
| (b) What company/institution were they affiliated with? |  |
| (c) Approximately when did the transfer occur? |  |
| (d) Was the material transferred under an MTA? | Yes  No |
| (e) If yes, do you have any information about the MTA (e.g. reference number, a copy of the MTA)? |  |
| (3) Was the component(s) purchased from a company? | Yes  No  *If yes, please fill out 2(a) through 2(c) to the best of your knowledge.* |
| (a) If yes, what company? |  |
| (b) Approximately when was it purchased? |  |
| (c) What was the invoice number? |  |

Attach completed form to the MTA Online submission request that you are entering.

For IPO use only:

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| Agreement Reference Number: |  |