

Outbound Material Transfer Questionnaire

Provider:		Department:
Title:		Phone No:
Recipient Organization Name and Address:		
Recipient Name:		E-Mail Address:
Recipient's Institutional Administrator:		Title:
Material:		
Brief Description of how recipient will use the Material:		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the Material available commercially or through any other sources such as A Research Reagent Bank or Repository (e.g., ATCC, Hybridoma Bank)?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the Material(s) subject to any invention disclosures made or to be made to the KUCTC?
		a. If Yes, list disclosure number:
<input type="checkbox"/>	<input type="checkbox"/>	3. Was the Material obtained by the University of Kansas under an MTA?
		a. If Yes, provide source name and when obtained:
<input type="checkbox"/>	<input type="checkbox"/>	4. Was this Material developed by using or incorporating other material from a third party?
		a. If Yes, identify the third party:
		b. If Yes, identify type of agreement under which the "other material" was obtained:
<input type="checkbox"/>	<input type="checkbox"/>	5. Should a fee be charged to the Recipient for shipment of the Material(s)?
		a. If Yes, state the amount: \$
<input type="checkbox"/>	<input type="checkbox"/>	6. Have you contacted either of the following departments to determine environmental shipping level if material is biological?
<input type="checkbox"/>	<input type="checkbox"/>	KU Department of Environment, Health & Safety (EHS) (785-864-0224)
<input type="checkbox"/>	<input type="checkbox"/>	KUMC Department of Environmental, Health & Safety (EHS) (913-588-1081)
		a. If Yes, state the protection level EHS provided:
<input type="checkbox"/>	<input type="checkbox"/>	7. Have you contacted either of the following individuals to arrange animal transport if transfer involves animals?
<input type="checkbox"/>	<input type="checkbox"/>	KU Animal Care Unit (785-864-8844)
<input type="checkbox"/>	<input type="checkbox"/>	KUMC Animal Research Protection Program (913-588-7352)
		a. If Yes, state name of the individual with whom you made arrangements:

Export Questions and signature on next page

Required Export Control Questions

<i>Commerce Control List Classification Questions</i>
Name of Material:
What is Material made of:
What special properties does Material have:
Details on how recipient will use the Material:

I represent and warrant that all information provided hereunder is accurate.

Signature

Date

Please sign and date the completed form and return the questionnaire via scanned PDF to indcontracts@ku.edu.