**UCL BUSINESS PLC**

**Due Diligence Form for Material Transfer Agreements**

In order for UCL Business to process your request for an MTA, please:

* read the notes below
* fill in the attached form
* send the form to: **mtateam@uclb.com**

Materials transfer agreements (MTA) govern the transfer of one or more materials from the owner (or authorised licensee) (‘the provider’) to a third party (‘the recipient’) who may wish to use the material for research purposes. Materials may include cultures, cell lines, plasmids, nucleotides, proteins, bacteria, transgenic animals, pharmaceuticals, other chemicals, alloys and other materials with scientific or commercial value.

Most commercial organisations, and an increasing number of academic institutions, will only release materials if there is an MTA in place between the provider and the recipient. For the provider, this agreement provides control over the distribution of the material, enables them to restrict the use of the material to non-commercial research, and reduces the legal liability of the provider for the recipient's use of the material. In addition, the terms of the MTA can help the provider to gain access to the results of the research, both for information purposes and for commercial exploitation.

UCL Business is responsible for approving, negotiating terms and signing both incoming and outgoing material transfer agreements on behalf of UCL. It is important that UCL Business reviews all incoming material transfer agreements to make sure that the University does not agree to terms that may be in conflict with the provisions of research grants, fellowships, consultancies etc. Among the important issues to be negotiated are publication rights, IP rights, governing law, warranties and indemnities.

**MTAs are legally binding contracts and as such, it is vital that an authorised signatory of the University executes the agreement properly. MTAs can only be signed by one of the UCL authorised signatories at UCL Business.**

**Please note: MTAs may take several weeks to complete, especially if the other party is located abroad.**

**MTAs MUST BE REVIEWED FOR CONFLICTS WITH EXISTING GRANT FUNDING OR FUTURE APPLICATIONS FOR RESEARCH FUNDING.**

**Outgoing Material Transfer Agreements**

In order for UCL Business to draft and arrange signature of the MTA as quickly as possible, please read the attached notes, print off this form, fill in the details below and sign the completed form.

**Name:**

**Department:**

**Tel:**

**E-mail:**

**Please provide the following information:**

Name of Recipient organisation, address, tel, fax and e-mail, together with your initial contact and their title/ capacity:

Material name and type (e.g. antibody, cell line, plasmid, animal, etc.):

Approximate date of creation:

Has there been any publication describing the invention/material or any planned publication describing the invention/material? If so please indicate reference(s).

[ ] YES [ ] NO

 If YES, is electronic form of the publication available? [ ] YES [ ] NO

 (If YES, please enclose a copy)

Are the materials of human origin? [ ] YES [ ] NO

Are the materials pathogenic? [ ] YES [ ] NO

Summary of the research for which the material will be used:

How has the development of the material been funded?

Have the materials been developed using materials or input from a third party? If YES, provide further details. [ ] YES [ ] NO

If YES, has permission been obtained allowing you to send the material to other parties? [ ] YES [ ] NO

Have the materials been developed using protected know-how or Intellectual Property? [ ] YES [ ] NO

Are you aware of any other existing agreements relating to your research (e.g. research contracts, collaboration agreements, consultancies, other MTAs)? If YES, provide further details. [ ] YES [ ] NO

Are the materials easy to replicate? [ ] YES [ ] NO

Likelihood of the research using the material producing patentable results: [ ] Expected [ ] Not Expected

Are you aware of any commercial applications for the material? If YES, provide further details. [ ] YES [ ] NO

Other comments:

Do you wish us to contact you to discuss any of the questions on this form? [ ] YES [ ] NO

**I request that UCL Business draft the MTA and obtains an authorised signature on behalf of UCL. By submitting this form, I certify that the above information is, to the best of my knowledge and belief, complete and accurate.**