

## MATERIAL TRANSFER AGREEMENT COMPLIANCE COMMITTEE CHECKLIST

### Instructions:

1. Complete each section of this form and include with the request to execute an MTA.
  2. Send or e-mail all information to Sponsored Programs.
  3. Sponsored Programs will facilitate the review and execution of the MTA on your behalf with the Research Foundation's (RF) Tech transfer office, as needed.
  4. Contact information:
    - a. **Sponsored Programs:** Jennifer Rudes ([Rudesj@upstate.edu](mailto:Rudesj@upstate.edu)); 4-5385
    - b. **IBC (bio-safety), IRB (human subjects), SCRO (stem cell) Questions:** Jean DiCicco ([DeCiccoJ@upstate.edu](mailto:DeCiccoJ@upstate.edu)); 4-4317
    - c. **IACUC (animal) Questions:** Dr. Quinn ([Quinnr@upstate.edu](mailto:Quinnr@upstate.edu)); 4-6563
    - d. **RF Technology Transfer:** Matt Mroz ([Matthew.Mroz@rfsuny.org](mailto:Matthew.Mroz@rfsuny.org)); 518-434-7061 (phone), 518-434-8351 (FAX)
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### I. Does this MTA involve sending human subject data or specimens?

- NO, go to next section
- YES and I confirm that IRB approved (or exempt) project # \_\_\_\_\_, includes sending the data/specimens to the recipient and that for HIPAA compliance, I have:
  - An executed consent & authorization form for each subject
  - An executed data use agreement with the recipient
- OR
- All data/specimen are stripped of all 18 identifiers ("de-identified").

### II. Does this MTA involve receiving any animals?

- NO
- YES and I confirm that the animals to be received are included in the IACUC approved project # \_\_\_\_\_.

III. Does this MTA involve sending or receiving biohazardous/infectious agents (includes all human tissue or cells and cultured cell lines)?

NO, go to next section

YES we are sending biohazardous/infectious agents and I confirm that the materials to be sent will be packaged and shipped under IBC approved project #\_\_and the person packaging and shipping the materials has completed required DOT training on CITI.

OR

YES we are receiving biohazardous/infectious agents and I confirm that the materials to be received are included in the IBC application form for IBC approved project #\_\_\_\_\_ (if not, please 1<sup>st</sup> submit an amendment request to the IBC for review).

IV. Does this MTA involve receiving any agents, which will be used to conduct recombinant DNA research?

NO

Yes and I confirm that the recombinant DNA research is included in the IBC application form for IBC approved project #\_\_\_\_\_.

Faculty Investigator Digital Signature \_\_\_\_\_