

PI Name:

PI Department:

Partnering Organization Name:

Anticipated Start Date:

Anticipated End Date:

Yes No

This MTA is for an existing Sponsored Project. If yes, please enter the Oracle number here - _____ or SRS# _____

RIT Contact Information:

Technical Contact :

Address:

State/Zip:

Email:

Phone:

Partner Contact Information:

Technical Contact:

Address:

State/Zip:

Email:

Phone:

Shipping Address for Materials: *Lab managers or other department personnel*

RIT

Contact Name:

Address:

State/Zip:

Email:

Phone:

Partner

Contact Name:

Address:

State/Zip:

Email:

Phone:

Materials Information: *Please reach out to the offices below for guidance and/or approval if any of the following conditions exist.*

Yes No

Project involves Human Subjects Research – [IRB Link](#)

Yes No

Project involves the use of Laboratory Animals – [IACUC Link](#)

Yes No

Hazardous Materials, Radiation, or Lasers will be Used or Produced – [EHS Link](#)

Yes No

Project involves potential Biosafety issues, including the use or production Of Biohazards, Pathogens, Select Agents, Recombinant DNA, or Genetically Modified Organisms. – [BioSafety Link](#)

Yes No

Project will involve Intellectual Property – [IPMO Link](#)

Approvals/acknowledgment from each department for which there is a yes response are required prior to issuing an MTA. Please include email communications or forms for any of the approvals above.

Shipping/Transport Information:

The shipment/transport of materials requires a specific transport mechanism, especially with potentially hazardous or bio-safety concerns. Insurance should also be considered and may be covered by certain delivery agencies such as FedEx, UPS, etc. The cost of transport and which party will cover these costs also needs to be addressed in the MTA. Please include any details below.

Description of the Materials

In the space below, please write a brief description of the materials, purpose of the materials, and how they will be transported.

What is the approximate value of the Materials being transferred?

Will insurance be required? Yes No

If insurance is required, please work with the department of [Risk Management & Insurance](#) to secure insurance for the transfer of materials.

By signing this form, I understand that I will be responsible for the safe transport and management of all materials exchanged under the MTA agreement and that I will abide by any safety measurements and IRB protocols necessary.

PI Signature

Date

PI Department Chair Signature

Date

Please send your completed and signed request to: PostAward@rit.edu

Internal SRS Use Only

SRS Post Award Rep _____

Notes: