

MTA^{out}

[MTA OUTGOING – QUESTIONNAIRE]

1. Guided by the checklist for material transfer (link) please submit a scan of this completed and signed questionnaire to the Technology Transfer Office (TTO): technologietransfer@i-med.ac.at.
2. Please add or attach any additional information that you believe to be pertinent, related to your request that you think will help expedite the process of executing your MTA. Please send any additional documentation (e.g. statement of investigator form, letter of intent) stating any condition(s), restriction(s) or guidelines under which the Material will be used.
3. Upon receipt of this completed and signed questionnaire, TTO will forward this questionnaire to the Legal & Compliance Department for a contract template.
4. Please complete ALL fields, incomplete forms will not be processed.

I. CONTACT DETAILS

Provider	MUI PI's name	
	Unit	
Recipient	Investigator's name	
	Institution	
	Type	<input type="checkbox"/> University <input type="checkbox"/> Other academic institution <input type="checkbox"/> Non profit <input type="checkbox"/> Other:
	Address	
	Email	

II. MATERIAL

1. **Exact name of the Material**

2. **Description of the Material being provided by MUI**

3. **What is the origin of the Material?**
 Human (Please use MDTA checklist for details on human material/data) Non Human

4. **What is the type of the Material?**
 Chemicals Biological Materials Genetically Modified Organisms
 De-identified Human Tissues and Specimens Other:



5. **If genetic resources or traditional knowledge relating to genetic resources from a country that is a Party to Nagoya Protocol are utilized, is a proof of origin or documentation available (link?Reference to)**
 YES NO

6. **Is the provision of the Material a straightforward transfer of materials ("stand alone")?**
 YES NO
If NO:
Description of the **collaboration** with the Recipient:

7. **Did you already provide the Material to the Recipient?**
 YES NO

8. **Does the use of the Material involve animals?**
 YES NO

9. **Does the use of the Material involve human subjects?**
 YES NO

III. DATA

1. **Will data be transferred?**
 YES NO
If YES, please complete:
- What kind of data?

2. **Does the transfer include personal data (personal data can include data or information that can identify a specific individual, e.g. fingerprints, DNA or family/address information, etc.)?**
 YES NO
If YES, please complete:
- Is the data anonym? YES NO
If YES, please describe the anonymization process:

- Will the data be pseudonymized? YES NO
If YES, please describe the pseudonymization process:

- If the data is pseudonymized, the data is still categorized as personal data under law, therefore please continue:
What will the personal data/identifiers include (e.g. names, age, gender, image, etc.)?

3. **If the data is pseudonymized, will the Recipient have access to the key that can re-identify the data?**
 YES NO



4. Will the data be send to an EU/EEA country?

YES NO

Please specify the country:

5. Will the data be send to a state outside the EU/EEA?

YES NO

Please specify the country:

6. Is a data management plan in place?

YES NO

7. Has the Data Clearing Commission been involved?

YES NO

IV. DISCLOSURES – IPR

1. Has MUI the exclusive ownership of the Material?

YES NO

2. Is the Material created by MUI?

YES NO

3. Has the Material been received from a third party?

YES NO

If YES, what is the original source of the Material?

4. Are there any other agreements (e.g. MTA, Cooperation) regarding the Material?

YES NO

If YES, please describe and provide relevant documentation:

5. Is the Material encumbered by patent(s) or license(s) of which you are aware?

YES NO

If YES, please explain:

6. Does any third party have rights to the Material?

YES NO

If YES, please specify:

- What kind of rights?

7. Do you anticipate any inventions and results from the use of the Material?

extremely unlikely unlikely possible difficult to say



V. DISCLOSURES – FINANCIAL

Will the Recipient pay for preparation and/or provision?

YES NO

If YES, please provide an estimate:

VI. ACKNOWLEDGEMENT

Please acknowledge your obligation to:

make sure that the provisions of the Material do not conflict with either a current grant funding or pre-existing research contracts;	<input type="checkbox"/> Acknowledged
inform FSI immediately, if the Recipient reports information regarding intellectual property resulting from the use of the Material;	<input type="checkbox"/> Acknowledged
review drafts of proposed publications and/or reports on the research using the Material (as required by the MTA);	<input type="checkbox"/> Acknowledged
if applicable: monitor destruction or return of the Material by the Recipient after the research project ends or the MTA has expired (as specified in the MTA);	<input type="checkbox"/> Acknowledged
inform FSI immediately before changing the nature/scope of the use of the Material;	<input type="checkbox"/> Acknowledged
observe the data protection legal framework, especially with regard to the legal basis for disclosure and also in the event that you publish (pseudonymized or anonymized) data. Ensure that processing of data is safe.	<input type="checkbox"/> Acknowledged

By signing this form, I certify that the foregoing is true and correct to the best of my knowledge, and I agree to comply with current MUI policies and federal regulations and law.

Date	Principal Investigator's name (typed) / Signature
Date	Director's name (typed) / Signature

Once you have completed and signed this questionnaire, please send it to technologietransfer@i-med.ac.at.

We are working on improving our MTA process.
Please let us know if you have any additional questions, feedback or concerns.