

**Virginia Commonwealth University**  
**MTA REQUEST - Outgoing**

Complete this Request Form when you are planning to SEND material to an outside entity. Then use the "Submit Document for Review" function in RAMS-SPOT to send this Request to the GRAY Team.

**VCU SCIENTIST**

Name & Department:

**RECIPIENT**

Recipient Organization:

Recipient PI:

MTA Contact:

**THE MATERIAL ("IT")**

**1. What are you sending? (Describe the material)**

**2. Who created or developed it?**

**3. Check all that are true about the Material:**

- |  |  |
|--|--|
| <input type="checkbox"/> It is Human in origin                                   | <input type="checkbox"/> It is Chemically or Biologically Hazardous          |
| <input type="checkbox"/> It includes Human Embryonic/Pluripotent Stem Cells      | <input type="checkbox"/> It contains recombinant DNA                         |
| <input type="checkbox"/> It is Animal in origin                                  | <input type="checkbox"/> It includes Genetically Modified Organisms          |
| <input type="checkbox"/> It is Radioactive                                       | <input type="checkbox"/> It has DURC potential ( <a href="#">More Info</a> ) |
| <input type="checkbox"/> It is commercially available (Repositories don't count) | <input type="checkbox"/> It will be sent to a foreign country                |

**4. Yes No Is there anywhere else the Recipient could get it?**

If **YES**, please elaborate:

**5. Yes No Do you have any invention disclosures, patents, or pending patent applications associated with it?**

If **YES**, please specify:

**6. Yes No Do you want it returned when the agreement ends?**

**OTHER DETAILS**

**7. Yes No Is this transfer part of a collaboration with the Recipient Scientist?**

**8. Yes No Do you have a financial or non-financial relationship with the Recipient Organization?**

If **YES**:

- Briefly describe relationship:

- Is your Financial Interest Report (FIR) in the AIRS up-to-date?    Yes    No

*If you have not completed a FIR, go to [AIRS.research.vcu.edu](http://AIRS.research.vcu.edu) to update.*

**PRINCIPAL INVESTIGATOR CERTIFICATION**

By entering my initials below, I certify that to the best of my knowledge, the answers to the questions are true, complete and accurate. I agree to abide by the terms and conditions of the MTA as finalized and to adhere to VCU's policies and procedures. I am a VCU faculty member authorized to oversee the transfer of the Material named above.

PI Initials: \_\_\_\_\_

Date: \_\_\_\_\_