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**Cover Sheet for Processing Incoming Material Transfer Agreements**

Loyola Investigators – Please complete this form and the UBMTA and email the forms to Rachel Beyler (rbeyler@luc.edu) in the Technology Transfer Office.

**Loyola Principal Investigator Information**

Name:Click here to enter text. Department:Click here to enter text.

Email: Click here to enter text. Phone:Click here to enter text.

PI’s Lab is located in this building: Click here to enter text.

**Sender Contact Information**

Name:Click here to enter text. Institution:Click here to enter text.

Email:Click here to enter text. Phone:Click here to enter text.

**LU#**

All contracts require a LU#. Please provide the LU# to be associated with this MTA: Click here to enter text.

**Material**

Specific name(s) & brief description (ie plasmid DNA, antibody, etc):Click here to enter text.

Briefly describe your intended use of for this material (ie expression of gene of interest; antibody to detect protein in western blot, etc): Click here to enter text.

Is the material a patient specimen or to be used with patients? [ ] Yes [ ] No

If yes, please indicate the LU# associated with IRB approval for this material or indicate the LU# currently under IRB review for these material. Click here to enter text.

Will the Material be used in animals or are animals being transferred? [ ] Yes [ ] No

If yes, please indicate the LU# associated with the IACUC approval for these materials. Click here to enter text.

Is the material a potential biohazard (such as a viral vector or infectious agent)? [ ] Yes [ ] No

If yes, please indicate the LU# associated with IBC approval for these materials?Click here to enter text.

Is the Material related to a current agreement (other MTA, Clinical Trial, contract, license, etc.) with this party or another party?

 [ ] Yes [ ] No

If yes, please described:Click here to enter text.

**Please note all requests undergo a compliance review to ensure that all necessary approvals are in place prior to the execution of the MTA. Please contact the TTO (**Rachel Beyler at rbeyler@luc.edu) **or the appropriate administrator if you need additional information about amending existing protocols to include new materials.**