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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](mailto: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](mailto:rbeyler@luc.edu)) **or the appropriate administrator if you need additional information about amending existing protocols to include new materials.**