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**Cover Sheet for Processing Outgoing 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.

**Recipient 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.

Is the material protected by any intellectual property agreement? [ ] Yes [ ] No

If yes, please indicate the UPA or patent number: Click here to enter text.

Is the material a patient specimen? [ ] 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.

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.**