

**Dartmouth College
Office of Technology Transfer
Material Transfer Agreement Request Form – Outgoing Materials**

Contacts		
1	Dartmouth Principal Investigator	
2	Organization Receiving the Materials	
	Researcher Receiving the Materials	
Information about the Materials		
3	Material to be Sent (please be specific)	
4	What kind of Material is this? (human tissue, antibody, cell line, etc.)	
5	Are these genetically modified materials?	
	If yes, what gene or allele mutation makes the material unique?	
6	Did the Materials originate/were they developed at Dartmouth?	
	If no, where did the Materials come from?	
7	Were any materials from another party used to develop these Materials?	
	Did you receive the materials under an MTA?	
	If not, do you believe the researcher creating the materials should be contacted to confirm this current transfer?	
8	Was the Material derived from a living person?	
	If yes, list the Dartmouth IRB/CPHS protocol number.	
9	Is the Materials related to a Dartmouth invention?	
	If yes, what is the Dartmouth Invention/Disclosure #?	
10	What funding source(s) was used to make the Material (include any Dartmouth internal funding)?	
11	Will the other party make modifications or derivatives of the Material?	
12	Have these Materials been published?	
Publications		
13	Do you want to require acknowledgement of the source of the Materials in Publications?	
Charges/Costs to the other Party		
14	Will you charge for the Materials (other than shipping)?	
	If yes, how much?	
15	Will you request a FedEx number from the Recipient?	
16	Will you charge a shipping fee, other than a FedEx account number? If yes, how much?	

Please answer the questions below regarding Export Control Regulations:

Export Control

Dartmouth researchers are responsible for recognizing whether any technology or equipment involved in their research might be subject to export controls, and for complying with all export control laws and regulations. In addition, any shipment of materials outside of the U.S. (or to a foreign national person inside the U.S.) must be compliant with U.S. export control laws and regulations. These include the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR) and the sanctions administered by the U.S. Treasury Department and the Office of Foreign Assets Control (OFAC). OSP and the Research Compliance Office are available to assist researchers in their compliance efforts.

Before you answer the three questions below please carefully consult the information on export controls available on OSP's website, including the **Guidance on Export Controls and Material Transfers** and the **Decision Tree**.

https://www.dartmouth.edu/osp/compliance/export_controls/export_controls_decision_tree/

The materials will help you determine if export controls apply to your shipment. If you are in doubt about how to answer or if you have any questions please consult OSP or the Research Compliance Office.

Please answer the following questions:

- (1) Will the material be shipped outside of the U.S. ? No Yes
- (2) Will the material be shipped to any country sanctioned by the U.S. Department of the Treasury's Office of Foreign Assets Control? No Yes

You can find a list of sanctioned countries here

<https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

If a country appears on this list, additional reviews are required and the export may be prohibited. The list includes both broad based and targeted restrictions. Although the list of sanctioned countries is subject to change it typically includes Cuba, Iran, North Korea, Sudan, Syria, and the Crimea region of Russia.

(3) Does the material appear on:

a. The Commerce Control List <https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl> (e.g. certain human or animal pathogens, toxins and viruses identified on the Australia Group list, please consult <http://www.australiagroup.net/en/controllists.html> for details) No Yes

b. The US Munitions List <https://www.pmdt.state.gov/> (items for military end use, defense related equipment, software or technology, nuclear devices or radioactive materials, chemical or biological weapons, missiles) No Yes

Environmental Health & Safety Information for Shipping:

<https://www.dartmouth.edu/ehs/biological/shipping.html>