UNIVERSITY OF GHANA

MATERIAL TRANSFER REQUEST FORM (OUTBOUND)

This form is to facilitate the drafting of a Material Transfer Agreement (MTA) for materials to be **transferred out** of the University of Ghana (UG) for research and / or teaching purposes.

1. Details of provider scientist at UG

First name	Middle name	Last Name
Unit / Department	**School / College**	
Contact number	**Email**	

2. Details of recipient scientist

First name	Middle name	Last Name
Unit / Department	**School / College**	
Contact number	**Email**	

3. Details of recipient institution / organisation

Name of Institution / Organisation	
Country	
Contact office	**Contact person**
Contact number	**Email**

4. Information on material(s)

a. Nature / Type of material(s): Please select as appropriate

- Human Sample
  - i) Blood ii) DNA iii) Cell line iv) Tissue
  - v) Plasmid vi) Biofluids vii) Other (Please specify) _____
- Non-Human Sample
  - i) Blood ii) DNA iii) Cell line iv) Tissue
  - v) Plasmid vi) Biofluids vii) Other (Please specify) _____

b. Quantity of material(s) to be provided

c. Description of material(s)

(This must be as precise as possible as it will be used to define the materials in the MTA)

d. Indicate the purpose for which the material(s) is being transferred.

e. Was the material(s) created from a project(s)? [Yes / No]

If yes, please attach a copy of the Prime Agreement governing the Project(s). Also complete the table below.

Name of Project	
Principal Investigator on Project	
Funder of Project	
Grant Number / Contract Number	
Other agreements related to the project. E.g., Non-Disclosure Agreement, Material Transfer Agreement, etc.	

f. Was the material(s) developed using any material(s) owned by other parties? [Yes / No]

If yes, please provide details of the party. Also indicate whether they are specific rights associated with that material/ or an associated MTA.

g. Will the material(s) be used in combination with any material(s) provided by another party? [Yes / No]

h. Do you expect to create derivatives[1] of modifications[2] of the material(s)? [Yes / No]

Declaration by provider scientist

- I have obtained ethical approval for the study, and a copy of the relevant approval(s) is/are attached to this form. ☐
- An application for ethical approval for the study has been made and a copy is attached to this application. A copy of the ethical approval will be provided to ORID. ☐
- All national and international safeguards and approvals for the transfer of the materials have been obtained. ☐

I certify that the information contained herein is accurate to the best of my knowledge.

_____	_____	_____
Name	Signature	Date

Endorsement by Head of Department

_____	_____	_____
Name	Signature	Date

Endorsement by Dean (This section is to be completed where the applicant is the Head of Department)

_____	_____	_____
Name	Signature	Date

Kindly email the completed form to rid-grantsmgt@ug.edu.gh

[1] Derivatives refer to substances created by the recipient that constitute a functional subunit or product expressed by the original material. This includes purified or functional subunit or an expression product of the original material that was provided.
[2] Modifications refer to substances created by the recipient which incorporate/ contain the material.