UNIVERSITY OF GHANA

MATERIAL TRANSFER REQUEST FORM (INBOUND)

This form must be completed to notify the University of Ghana of materials **transferred into** the University for research and/ or teaching purposes.

1. Details of recipient scientist at UG

First name	Middle name	Surname

Unit / Department	**School / College**
Contact number	**Email**

2. Details of provider scientist

First name	Middle name	Surname

Unit / Department	**School / College**
Contact number	**Email**

3. Details of provider Institution / organisation

Name of Institution / Organisation	
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)***

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. Will the material(s) be used together with other materials provided by a third party? [Yes / No]

i) If yes, please describe the material(s) provided by the third party.

No	Description of materials	Provider Institution / Organisation

ii) Kindly attach a copy of the agreement governing the materials received from the third party. [Attached / Not attached]

f. Do you anticipate any new inventions will be developed from the use of the materials? [Yes / No]

If yes, please describe the anticipated invention (Max. 300 words).

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

h. Do you intend to commercialise the results of the research from the use of the material(s) and / or any modifications or derivatives of the materials(s)? [Yes / No]

Declaration by Principal Investigator

- I have obtained ethical approval for the study, and a copy of the approval is attached to this application. ☐
- 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 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**

Please submit electronically to rid-grantsmgt@ug.edu.gh along with the Material Transfer Agreement from the Provider Institution / Organisation

[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.