

**Biological Material and Other Research Material Transfer Checklist**

**Type of Agreement:**            Material Transfer Agreement            Data Use Agreement

**HMH Entity:** \_\_\_\_\_

**Non-HMH Entity:** \_\_\_\_\_

**Protocol #/Project Name transfer associated with:** \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_

**Contract Specialist:** \_\_\_\_\_

**Date of Approval by COVID Committee:** (as applicable) \_\_\_\_\_

1. Please briefly outline the Purpose of Transfer:

a) Is this a TWO-WAY Transfer, i.e., a reciprocal transfer of Material/Data between the Parties or a ONE-WAY Transfer?

CHECK:            TWO-WAY            ONE-WAY

b) Is Material(s) to be transferred for use in human subjects, a clinical trial or for diagnostic purposes?

CHECK:            Yes            No

If yes, has the applicable Clinical Trial Agreement obtained IRB approval?

CHECK:            Yes            No            and Insert IRB approval date \_\_\_\_\_

b) Is Material(s) to be transferred for use in a Collaborative Research Project for Basic Research?

CHECK:            Yes            No

If yes, will IRB or other internal research-related (Covid 19 Research Committee, Covid 19 Database, IACUC, Biosafety, Conflicts, Export Control) approval be required?

CHECK:            Yes            No

and List approvals and Insert approval date(s)

c) Does the Material/Data include PHI?

CHECK:            Yes            No

If yes, please explain what PHI will be included:

d) Is the Material de-identified?

CHECK:            Yes            No

2. Describe the Material(s)/Data to be transferred (include specific details and amounts). Identify Materials to be transferred from each of the Parties only if applicable:
  
3. Provider Investigator and Institution name and address:
  
4. Recipient Investigator and Institution name and address:
  
5. Date of Transfer:
  
6. Material(s)/Data originates from:  
HMH                      Outside Entity
  
- b. Please identify any Third Party Ownership Interest in the Material:
  
7. Identify all funding sources for the research:
  
8. Any Special Instructions or Limitations (transport requirements, storage and/or return requirements, use limitations/ownership of research results, IP/Invention ownership, Publication rights, etc.)