**Material Information Sheet: Incoming**

Date

※Please fill out the below form and check the appropriate box.

**【Check of the appropriate department in advance】**

☐If you plan a **clinical trial (including Investigator-initiated clinical trial) or Specified Clinical Research** using this material, please ask the Institute for Advancement of Clinical and Translational Science (iACT) whether they will handle this material transfer under such clinical research contract.

**【Recipient Information】**※If the Recipient Scientist is a graduate student, an external researcher, or a visiting researcher, etc., please fill in the name of the direct supervisor or principal investigator.

|  |  |  |  |
| --- | --- | --- | --- |
| Recipient Scientist |  | Affiliation |  |
|  |  | Title |  |
| Email |  | Tel |  |
| Principal Investigator |  | Affiliation |  |
|  |  | Title |  |
| Email |  | Tel |  |

**【Material Information】**

|  |  |
| --- | --- |
| Name of the material  please write the official name |  |
| Outline and origin | Please write the receptor gene for plasmids. Especially for cells, please write the general name like “renal cells” or “kidney cells”, and also write a derivation, like “mouse-derived” or “human origin”. |
| Category | ☐plasmids (nucleic acids)  →☐cDNA/mRNA ☐genomic　DNA ☐others（　　　　　　　　　　　　　　　　）  ☐chemical compound　☐cell/cell lines　☐tissue　☐　antibody/proteins☐microbe, bacteria, virus etc.  ☐mouse　　☐rat　　　☐data/software　☐others（　　　　　　　　　　　　　　　）  For transgenic mouse: please check the plasmids and the mouse box |
| Quantity or amount  please fill in the unit | （e.g.: live mouse, culture plate、tube、gram） |

**【Provider information】**

☐**For-profit entity（including company）**☐**Non-profit Institution**☐**University**

|  |  |
| --- | --- |
| Name of corporate body | （Country：　　　　　　　　　　　　　）  Please forward the email from the provider institution to [mta@contracts.med.kyoto-u.ac.jp](mailto:mta@contracts.med.kyoto-u.ac.jp) and let me know the contact address for the intellectual property office. |
| Contact Person  (Provider Researcher or MTA / Contracting officer) | Please forward the contact person’s email transactions to [mta@contracts.med.kyoto-u.ac.jp](mailto:mta@contracts.med.kyoto-u.ac.jp) |

**【Preliminarily procedures】**

Please also check on related laws and regulations before obtaining (<https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics>）

☐YES ☐NO　　1. This Material falls into the GMO and needs to take a measure for preventing the dissemination of the Material according to Convention on Biological Diversity.

（<https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics/dna>）

If YES→ In accordance with the law and regulations, please follow the appropriate procedures and inform the provider of the required information.

☐YES ☐NO　　2. As this Material has toxicity or pathogenicity, it needs caution when handling.

(<https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics/pathogen>)

If YES→ If you need to follow specific guidelines or laws for handling, please check the guidelines or laws above.

☐YES ☐NO　　3. This material (transfer) requires notification to and approval by the Ethics Committee.

（<http://www.ec.med.kyoto-u.ac.jp/>）Japanese site

If YES→☐Pending approval　　OR　☐Approved (approved No.：　　　　　　　　　　　　）

☐YES ☐NO　　4. This material requires procedures according to the Convention on Biological Diversity and Nagoya protocol when importing the material from the provider's country.

(<https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics/ethics/nagoya-protocol>）

☐YES ☐NO　　5. This material is an approved drug or an approved medical device in abroad but not yet approved in Japan.

If YES→ Requires to obtain the import certificate, “Yunyu Kakunin Shinsei”. For details, please check on this site below:

（Kinki Regional Bureau of Health and Welfare：

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>）

**【Use of the material】**

☐YES ☐NO　　6.This material is used for human　　（details：　　　　　　　　　　　　　　　　　　　　）

☐YES ☐NO　　7.This material is planning to be modified.（details：　　　　　　　　　　　　　　　　　　　　　　　　　　）

☐YES ☐NO ※8. This material is used with another material provided by a third party (including materials purchased with the terms and conditions of use).

If YES（Material name：

Third party’s name：　　　　　　　　　　　　　　　　details：　　　　　　　　　　　　　　　　　　　　　　　）

☐YES ☐NO　※9. This material is going to be crossbreed

If YES Please write the animal species（strain name）：

　　　　　　　　　　　　　　　　　　　　　Animals details→☐YES ☐NO　Derived from your own original material

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　→☐YES ☐NO　Provided by a third party

（Third party’s name：　　　　　　　　　　　　　　　　　　　　　　　）

※Please send us a copy of the contract when you receive the material if you use or breed the material provided by a third party.

**【Value for the material】**

☐YES ☐NO　　10. Impossible to obtain the material from other institutions.

☐YES ☐NO　　11. Not available commercially.

☐YES ☐NO　　12. No alternative products

☐YES ☐NO　　13. Not-published material

☐YES ☐NO　　14. A patent application filed by a third party or the provider

(patent application number etc.: )

**【The research using the material】**

Outline of the research using the material and expected research period

Outline：

Research period：

☐YES ☐NO　　15. Original research without any third parties

☐YES ☐NO　※16. Already has a partner who has any rights to the results of the research or inventions arising from the research.

☐YES ☐NO　※17. Has (or will have) a collaborative research agreement with the Provider institution.

☐YES ☐NO　※18. Collaborative research with a third party.

If YES ☐Collaborative research with a for-**profit** organization

(Organization’s name：　　　　　　　　　　　　　　　　　　　　　　　　　）

Collaborative research contract：☐concluded・☐not yet or none

☐Collaborative research with a **non-profit** organization

(Organization’s name：　　　　　　　　　　　　　　　　　　　　　　　　　）

Collaborative research contract：☐concluded・☐not yet or none

☐YES ☐NO　※19. Commissioned (contracted) research from a third party

(Research partner’s name: 　　　　　　　　　　　　　　　　　　　　　　　　　)

　　　　　　 　　　　　 If YES　☐Commissioned (contracted) research contract：☐concluded・☐not yet or none

☐YES ☐NO　※20. Funded by a grant（Grant name：　　　　　　　　　　　　　　　　　　　　　　　　　）

If YES　contracts：☐concluded・☐not yet or none

※Please send us a copy of any of the relevant contract or research plans that you have submitted if your answer 16 to 20 is YES.

**【Intellectual property】**

☐YES ☐NO　　21. Receive confidential information related to materials

☐YES ☐NO　　22. This research has the possibility of the patent application.

☐YES ☐NO　　25. This research is a follow-up experiment.

**【Other confirmations】**

☐Materials will be provided with charge.

☐Materials to be provided free of charge

☐Comment field（　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　）

※If you are receiving the materials from a public deposit institution or a bio bank, a resource center, such as RIKEN BRC, Addgene will be treated as free of charge because you only have to pay the actual handling and shipping cost.