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| *To assist us to process your contract promptly and efficiently, and to fully understand your case, please complete the following intake form and forward it by e-mail with the contract (if available) and any relevant correspondence to your Legal Counsel at IXA (former TTO).*  *The IXA Legal Counsel will collaborate with your Project Controller at the VU or VUmc for the financial aspects of your project.*  *If a question is not applicable to your particular contract please write “NA”.* |

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| *Internal IXA use only* | |
| IXA Sophia Agreement number:  **Total contract value: Euro** | Business Developer:  Responsible Legal Counsel: |

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| **Section 1 - Details VU or VUmc Researcher (Recipient of the Materials)** | **Section 2 - Details other Party (Provider of the Materials)** |
| Name:  Title:  Faculty / Department:  E-mail address: | Company/Institution Name:  Contact person Name:  Title:  E-mail address: |
| **Section 3 - Materials, Use and General Questions** | |
| List the materials being provided under the MTA, and please give a short description: |  |
| If a scope of work is not provided in the MTA, please describe your research with the requested Materials: |  |
| What is the source of funding (e.g., grant, internal funding, industry sponsor, etc.), supporting your research with the requested Materials? Please specify the conditions of such funding. |  |
| Will you be collaborating with the Provider or is this an exchange of Material only? If a collaboration, is there a separate agreement in place? |  |
| How long will you use the Materials (e.g 6 months, 2 years)? |  |
| Is the Material of human origin? | Yes  No |
| Do the Materials have any hazardous properties? | Yes  No If Yes, please describe: |
| Do you plan on publishing the results of the research with the Material? Will the Provider be co-author? |  |
| Will you make any modifications (*created substances which contain/incorporate the Material*) or unmodified derivatives (*created substances which constitute an unmodified functional subunit or product expressed by the Material, e.g. subclones of unmodified cell lines, proteins expressed by DNA/RNA or monoclonal antibodies secreted by a hybridoma cell line, etc.)* of the Material? | Yes  No  If yes, please specify:  If yes, what is the intended use? |
| Is there a chance that your research will otherwise result in valuable materials, methods or knowhow? | Yes  No If Yes, please describe: |
| If the requested Materials are mice/rats, will you be crossbreeding? | Yes  No  N/A |
| Does the research contain any valuable or potentially valuable materials or knowledge developed by VU/VUmc? | Yes, identify/briefly describe:  No |
| Will the Material be used in conjunction with valuable Materials or knowledge developed by a third party? | Yes, identify other Material(s) and provider(s).  No |
| What is the likelihood of an invention arising from the research? | High  Low  Unsure |
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| **Section 4 – Additional important Information and Comments** | |
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