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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 (Provider of the Materials) | Section 2 - Details other Party (Recipient 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: |  |
| What is the intended use of the Materials?  (Please attach the project plan if available, if not available please describe extensively) |  |
| Is the Material of human origin? | YES  NO  If Yes, please answer following questions.  Did your lab collect the human tissue?  YES  NO  If NO, please provide the source:  If YES: does the informed consent form authorize the sharing of the human tissue with researchers not affiliated with VU/VUmc?  YES  NO |
| Will the research be performed solely by the Recipient or jointly by the Recipient and VU/VUmc? | Solely by Recipient  Jointly with VU/VUmc |
| How long does the Recipient wish to use the Materials? (e.g 6 months, 2 years) |  |
| Are the Materials considered commercially valuable? | YES  NO If Yes, please describe: |
| Do the Materials have any hazardous properties? | YES  NO If Yes, please describe: |
| Were the Materials developed/isolated in your VU/VUmc lab? | YES  NO If No, please explain: |
| Did any third party contribute to the development of the Materials? | YES  NO If Yes, please specify: |
| Were (parts of) the Materials received under an MTA or other agreement? | YES  NO If, Yes, please provide. |
| If applicable, please identify the party/parties who funded your research in conjunction with the isolated/developed Materials: |  |
| Does Recipient wish to publish the results of the research? Will you be co-author? | YES  NO |
| Is it expected that the Recipient will modify the Material or create unmodified derivatives (*substances created by the Recipient 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.*)? | YES  NO  If Yes, please specify: |
| If the requested Materials are mice/rats, will Recipient be crossbreeding? | YES  NO  N/A |
| Is there a chance that the research of Recipient will result in valuable materials, methods, knowhow or inventions? | YES  NO If Yes, please describe: |

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| **Section 4 – Additional important Information and Comments** |
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