



**Institutional Animal Care and Use Committee
Animal Transfer Form**

IACUC Use Only:	Approved
Protocol #	Signature and Date

The UTD investigator requesting the transferred animals must complete this form prior to arranging for a transfer of animals to the UTD Vivarium. Please send the completed form to the Animal Health Specialist (bradly.woody@utdallas.eu).

This form must be typed.

Incomplete forms will be returned to the investigator, and may cause a delay in the request of the animals being sent in a timely manner.

The Office of Research Compliance will be responsible for contacting the referring institution to request health assurance information and coordinate shipment of the animals. It is recommended that this form be submitted a **minimum of two weeks prior to the desired arrival date** to allow adequate time for processing.

Notice: All mice and rats from non-commercial institution/organizations will be subject to a **4-6 week quarantine period at UTD**, or as specified solely under the discretion of the Attending Veterinarian.

Date Requested:

<u>UTD Investigator Information:</u>	
Principal Investigator Name	E-mail
Investigator Phone No.	Fax
Department:	Protocol #

<u>Transferring Institution Information:</u>	
Principal Investigator Name	E-mail
Investigator Phone No.	Fax
Department	Protocol #
Lab Contact	Phone
Facility Veterinarian Name	Fax
Vivarium Contact Name	Phone

Material Transfer Agreements (MTAs)

Material Transfer Agreements (MTAs) are contractual documents used for the acquisition of various biological and research materials, and occasionally data, developed by nonprofit, government and private industry. Often these materials are a necessary component of a research project and are available only from a sole source, often industry. Universities will want to ensure that MTA terms permit full dissemination of research results, and do not conflict with other University policies.

At UTD, the Office of Sponsored Projects review and approves all MTAs. UTD investigators are asked to contact OSP when requesting incoming materials or when UTD materials will be transferred outside the institution. For questions related to MTAs, please contact the MTA Specialist, in the Office of Sponsored Projects, x2313, or osp@utdallas.edu

Additional Instructions for Animal Transfer (from non-commercial Institutions):

1. Complete the animal transfer form with the requested information.
2. Transferring Institution will need to send the Health Certificate/Serology report to UTD's LARC Facility Manager for consultation and approval from UTD's Attending Veterinarian.
3. Once the Health Certificate is approved by the UTD attending veterinarian, then the LARC Facility Manager will contact the non-commercial institution/organization to coordinate shipment of the animals.

My signature below certifies that:

I declare that all of the information provided above is true and correct. Furthermore, I will abide by all quarantine conditions the University of Texas at Dallas imposes on the handling of animals as directed solely by the Attending Veterinarian and the Office of Research Compliance.

Signature _____ Date: _____

Print Name _____