

Requesting Incoming Materials

- See [FAQs](#) on incoming Material Transfer Agreement

The KAUST recipient faculty member must understand that he or she will not be the owner of the incoming material. Ownership of that material usually remains with the provider institution. If the KAUST Principal Investigator decided to leave KAUST, he or she would need explicit written permission from the owning provider institution before the material can be transferred to a new place of work. Please contact the Office of Research Administration (ORA) to facilitate this if needed. If a KAUST faculty member wishes to obtain materials from another party (non-profit or for-profit), the recipient scientist should follow the steps outlined below:

- Request an incoming Material Transfer Agreement request form from mta@kaust.edu.sa
- Fill out the incoming Material Transfer Agreement request form and obtain the necessary signatures as required on the form.

Note: Please be aware that the incoming Material Transfer Agreement form is not the Material Transfer Agreement, but rather a checklist for ORA to obtain pertinent information prior to negotiating the Material Transfer Agreement.

- Once the form is filled out, submit the incoming Material Transfer Agreement form and attach a copy of the draft Material Transfer Agreement (if sent by provider institution) for ORA's review, negotiation, and signature to mta@kaust.edu.sa
- The Awards and Contracts Specialist will then review the incoming Material Transfer Agreement form and decide whether the provider institution's Material Transfer Agreement is acceptable as received or whether it will require some further negotiation to comply with KAUST policies and safeguard the Principal Investigators interests to carry out future research based on that material.
- Once the Material Transfer Agreement terms have been agreed, ORA will arrange for authorized KAUST signature of the Material Transfer Agreement and send it to the other party. ORA will email a PDF copy of the fully signed agreement to the KAUST Principal Investigator for his or her records when it has been received from the other institution. Only then can the materials be shipped.
- The KAUST Principal Investigator is responsible for obtaining any necessary approvals from the Institutional Biosafety and Bioethics Committee (ibec@kaust.edu.sa) and any other KAUST committees as may be in place at the time of request. ORA does not coordinate customs clearance, packaging or shipment of materials.
- Once the Material Transfer Agreement is fully signed, the Principal Investigator needs to contact and inform Procurement at procurement.permits@kaust.edu.sa or rmlogistics@kaust.edu.sa of the details of the incoming shipment.

For further information on the above process or to enquire about the status of a specific agreement, please contact mta@kaust.edu.sa