

Sending Outgoing Materials

- See [FAQs](#) on outgoing Material Transfer Agreements

If a KAUST faculty member wishes to provide materials to another party, the sending Principal Investigator should follow the steps outlined below:

- Request an outgoing Material Transfer Agreement form from mta@kaust.edu.sa
- Fill out the form and obtain the necessary signatures as required on the form. The outgoing Material Transfer Agreement request form will provide the Awards and Contracts Specialist with the required information to assess the request; or he/she will follow up with the Principal Investigator, should more information be needed.

Note: Please be aware that the outgoing Material Transfer Agreement form is not the Material Transfer Agreement, but rather a checklist for the Office of Research Administration (ORA) to obtain pertinent information prior to drafting the Material Transfer Agreement.

- Upon drafting a template based on the information provided in the outgoing Material Transfer Agreement request form, ORA will send the draft Material Transfer Agreement by email to the recipient, with a copy to the KAUST Principal Investigator. The Awards and Contracts Specialist is responsible for negotiating the terms of the Material Transfer Agreement with the recipient institution.
- Once all the terms of the Material Transfer Agreement have been agreed between KAUST and recipient institution(s), the recipient will then send the partially signed Material Transfer Agreement to KAUST, and ORA will coordinate authorized signature(s) at this end. ORA will inform the KAUST Principal Investigator when the Material Transfer Agreement is executed by emailing a PDF copy of the fully signed agreement for his/her records. Only then can the materials be shipped.
- Many biological substances (human or animal) resulting from medical practice and/or research are considered a public health threat. Any such substances are subject to regulations governing the transport of hazardous materials under Saudi Arabian and other laws. Any radioactive material requires approval by the KAUST Institutional Biosafety and Bioethics Committee (IBEC). Any ethics approval that may be required is the Principal Investigators responsibility to obtain and the Principal Investigator may contact IBEC at ibec@kaust.edu.sa. ORA does not coordinate customs clearance, packaging or shipment of materials.
- To arrange for the materials to be shipped, the Principal Investigator needs to contact Procurement by completing the [online export request form](#). This will automatically generate a KSN ticket number for the Principal Investigator's reference. The Export logistics team can also be contacted at export.logistics@kaust.edu.sa

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