

# Request for Materials Transfer

Date: mm/dd/yyyy

To: 学部長、所長等のタイトル (例 : Dean of The Institute of Medical Science), The University of Tokyo

As an authorized official in [the name of recipient institution], I request you and **Provider Researcher** to furnish the following **Research Material(s)** listed hereunder, and I hereby understand and agree to the following:

## Provider Researcher:

Name: \_\_\_\_\_  
Title : \_\_\_\_\_  
Faculty: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_, Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

## Research Material(s):

\_\_\_\_\_ [to specify Subject Material]

## Recipient Researcher:

Name: \_\_\_\_\_  
Title : \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
e-mail: \_\_\_\_\_

## The Purpose of the Research :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms and Conditions:**

**Research Material(s)** shall be used under the following terms and conditions:

1. **Research Material(s)** are used only for the research project(s) that are described above as **the Purpose of the Research**. We will not use **Research Material(s)** for purposes other than that proposed **Purpose of the Research** in this letter, without your permission.
2. **Research Material(s)** will be received by our **Recipient Researcher** only for use in our laboratory. We will not pass **Research Material(s)**, their progeny or unmodified derivatives, on to any other party or use them for commercial purposes without the express written consent of you. If we will collaborate with any other person outside of our laboratory using **Research Material(s)**, we will inform you and ask your permission.
3. When the research project is completed, or when **Recipient Researcher** moves to another institution or retires, **Research Material(s)**, their progeny or unmodified derivatives, shall be destroyed immediately.
4. If we want to use **Research Material(s)** for the development or evaluation of commercially valuable products, we will ask your permission prior to the use.
5. We will pay a **Fee** for **Research Material(s)** including shipping and handling cost in your University, according to your invoice which indicates the amounts, the due date and the bank account for the wire transfer, bearing the charged bank commission, together with the consumption tax for that amount. **Fee** ( including applicable tax) \_\_\_\_\_
6. We understand that no other right or license to **Research Material(s)**, their progeny or unmodified derivatives, is granted or implied as a result of **Research Material(s)** transfer.
7. We acknowledge and understand that **Research Material(s)** is experimental in nature and may have hazardous properties and that you and **Provider Researcher** make no warranties of any kind, either expressed or implied. We also acknowledge and understand that there are no express or implied warranties of merchantability or fitness for a particular purpose, or the use of **Research Material(s)** will not infringe any patent, copyright, trademark or other proprietary rights.
8. We will acknowledge **Provider Researcher's** contribution as a provider of **Research Material(s)** in our publication relating to **Research Material(s)** and will provide one copy of such publication to you.
9. We will inform you of any patent application relating to **Research Material(s)** if applied for.
10. We will follow the requirement of applicable laws, rules and regulations.

Duly, I, the undersigned, agree and pledge as follows;

(Authorized Official)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title : \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

As **Recipient Researcher** of **Research Material(s)**, I have read this request and acknowledge and understand its provisions.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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Note: ( Used by The University of Tokyo )

If you agree to furnish these materials under the above terms and conditions, please sign this letter, and then return copy of this letter to the recipient institution.

ACCEPTED:

\_\_\_\_\_  
事務部長の署名  
事務部長氏名、タイトル、学部等

Date : \_\_\_\_\_  
署名日

**Provider Researcher:**

\_\_\_\_\_  
提供者の署名  
提供者氏名

Date : \_\_\_\_\_  
署名日