



📍 5/41-47 Five Islands Rd, Port Kembla NSW 2505

📮 PO Box 85, Port Kembla NSW 2505

✉ info@apoza.asn.au ☎ 02 4258 0165

🌐 www.apoza.asn.au 📠 02 4258 0169

🏢 ABN 22520652890

Sample Material/s Request Agreement

A Sample Material/s Request Agreement (SMA) is a contract between a provider and a recipient for the transfer of sample research materials and data.

An SMA defines the terms and conditions under which a provider is willing to transfer materials to a recipient and substantially reduces the possibility of future misunderstandings between the provider and recipient of materials.

While SMAs with academic or non-profit institutions are generally negotiated and approved rapidly, SMAs for materials provided to for-profit companies require more time to negotiate and approve, since many companies propose terms and conditions which may conflict with the Associations approved policies and guidelines.

The most common issues that require negotiation are publication rights, the future availability of the materials, and intellectual property provisions.

Please ensure ALL sections (1 to 4) are completed. Any incomplete forms will be returned.

Procedures:

Once you have completed the form, the 'primary investigator' should return the form and all documentation discussed below via email info@apoza.asn.au

Section 1 - Principal Investigator, Researcher or Individual

First name: _____ **Last name:** _____

Organisation: _____

Job Title: _____

Phone: _____ **Mobile:** _____

Email: _____

Shipping address: _____



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Section 2 - Organisation contact information

Organisation: _____

Type: Profit Not-for-profit

Primary contact details *(only complete if different from person above)*

First name: _____ Last name: _____

Job Title: _____

Phone: _____ Mobile: _____

Email: _____

Secondary contact details - Scientific/Legal/Administration contact

Type: Scientific contact Legal/Admin contact

First name: _____ Last name: _____

Job Title: _____

Phone: _____ Mobile: _____

Email: _____

Section 3 - Sample Material Requested

Name of material requested: _____

Amonut of material requested: *(e.g. 500g sample, 20kg bag etc)* _____

Material grade required: _____

Preferred source of the material/s: _____



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Section 4 - Research Proposal

Title of research/study to be undertaken: _____

Please describe the research that requires the material (attach any additional information in the form of word, excel or PDF documents as necessary with your submissions)

Multiple horizontal lines for text input.

Does the research involve a joint research and/or collaboratio with a scientist at another organisation?

[] Yes If yes, please list: _____ [] No

Will the material be used with material recieved from any other third party organisations or people?

[] Yes If yes, please list: _____ [] No

Will you make derivatives and/or modifications to the material?

[] Yes If yes, please list: _____ [] No

Will the end material be used? [] On land [] In water [] Other: _____

Are any materials considered hazardous? [] Yes [] No [] Unsure



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Section 4 - Research Funding

Please indicate the current or anticipated funding source(s) for the research that requires(s) the material: *(check all that apply)*

Government grant

Non-profit grant _____

Industry sponsor _____

Departmental funds _____

Other *(please specify)* _____

Total funding _____