Optional contractual provision: (provisions marked as “optional contractual provision” can be kept at user’s option or omitted without replacement)

[\_\_\_\_] alternative clauses and comments of industrial partners / public research institutes

[\_\_\_\_] options, alternatives

(\_\_\_\_) assistance for fill in areas, options, alternatives

\_\_\_\_\_\_\_\_\_\_\_ (to be completed by the user)

Material Transfer Agreement

concluded between

\_\_\_\_\_\_\_\_\_\_\_\_\_(university) (research institute)

represented by \_\_\_\_\_\_\_\_\_\_\_(name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address)

(hereinafter referred to as “[**Recipient**] [**Provider**]”(chose alternative))

as the party of the first part

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name/company name)

a company established under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g. Austrian) law

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(commercial register number), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(competent court), having its registered office in \_\_\_\_\_\_\_\_\_\_(place)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address)

(hereinafter referred to as “[**Recipient**] [**Provider**]” (chose alternative))

as the party of the second part.

(hereinafter referred to as the “**Parties**”)

In this Agreement, the male gender was used merely for reasons of simplicity and refers to both men and women equally.

# Definitions

## **Original Material:**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Description of the material delivered by the **Provider**) [pursuant to **Annex ./1.1.**].

## Option: [**Progeny:**

## Unmodified descendant of the **Original Material**, e.g. cells from cells.]

## Option: [**Unmodified Derivatives:**

## Substances created by the **Recipient** which constitute an unmodified functional subunit or product expressed by the **Original Material**. Some examples include: purified or fractionated subsets of the **Original Material** or subclones]

## **Material:**

## **Original Material** [, **Progeny** and **Unmodified Derivatives**].

## **Modifications:**

## Substances created by the **Recipient** (description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), which contained, incorporated or changed the **Material** – in whatever form.

## **Information:**

Any **Information** (description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) disclosed to the **Recipient** by the **Provider** relating to the **Material** [pursuant to **Annex ./1.6.**].

Supplemental clause of industrial partners / public research institutes

## **Results:**

**Results** are all data and information derived from the **Information** and/or resulting from the evaluation and/or use of the **Material**, irrespective of whether covered by the **Purpose** or not, and all reports which relate thereto.

## **Purpose:**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(specific and extensive description of what exactly the **Recipient** may do with the **Material**, definition of the respective projects and specific description of the Purpo*se*) [as described in greater detail in the study plan attached as **Annex ./1.8.**].

## [Option: The **Material** or **Modifications** are made available exclusively for non-commercial purposes in connection with laboratory animals or for in-vitro experiments, not for experiments on human subjects. The **Recipient** expressly declares that it will not use the **Material** or **Modifications** for any other purpose. Neither the **Material** nor **Modifications**, nor any biological or other materials treated therewith shall be applied or used in or on human subjects (not even for diagnostic purposes).]

Supplemental clause of industrial partners / public research institutes

## **Scientific Research:**

## **Scientific Research** shall include the use of the **Material** for research and teaching and shall exclude commercial research (including, without limitation, contract research for companies, R+D co-operations with companies).

## **Third Parties:**

**Third Parties** shall refer to all legal or natural persons excluding the **Parties**.

Supplemental clause of industrial partners / public research institutes

## **Pre**-**Existing Intellectual Property:**

## **Pre-Existing Intellectual Property** shall include any and all intellectual property rights including know-how of one **Party**, irrespective of whether such rights are eligible for protection, which came into existence before the **Effective Date** and which this **Party** may lawfully dispose of and use, or which came into existence independently of the use of the **Material** and/or the **Information**.

## **Effective Date:**

## **Effective Date** shall refer to the day when the **Parties** sign this Agreement. [**Effective Date** shall be \_\_\_\_\_\_\_\_\_\_\_\_\_(date).] [**Effective Date** shall be the day when the last **Party** signs this Agreement.] (chose alternative)

## **Personal Data**:

## **Personal Data** are any information relating to an identified or identifiable natural person pursuant to Article 4 item 1 GDPR (General Data Protection Regulation).

# PrEambLe

Alternative clause of industrial partners / public research institutes

## The **Provider** has **Material** in whichhe holds all necessary rights including, without limitation, intellectual property rights or rights of use, if applicable, in order to make such **Material** available to the **Recipient** by way of this Agreement.

## Option (if the Provider is a research institute):

## The **Provider** has developed **Material** in the course of **Scientific Research**.

## Option (if the Provider is a research institute):

## The **Provider** has **Material** usedfor **Scientific Research**.

## The **Recipient** is interested in the **Material** within the scope of the **Purpose**. [The **Recipient** does not intend to use the **Material** for commercial research purposes in any case].

## Option: The **Provider** is prepared to provide the **Material** to the **Recipient** subject to the following prerequisites and conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Object of the Agreement

## The **Provider** makes the **Material** available to the **Recipient** and grants the latter the right to use the **Material** for the **Purpose** of this Agreement. The **Material** shall be provided free of charge with the exception of related transport costs, which shall be borne by the **Recipient.** [The **Material** shall be provided against payment of a compensation of EUR\_\_\_\_ by the **Recipient**].

## The **Recipient** shall use the **Material** or **Modifications** exclusively for the **Purpose** of this Agreement. To the extent that the **Recipient** intends to use the **Material** or **Modifications** for purposes other than the **Purpose** of this Agreement, [in particular for profit-oriented or commercial purposes or for further research or participation in research co-operation projects,] the conclusion of a separate agreement on this use shall be required.[The **Recipient** undertakes to refrain from pursuing any profit-oriented or marketing-oriented activities or other research activities prior to the conclusion of such an agreement. The **Provider** and the **Recipient** shall negotiate said agreement in good faith; said agreement shall contain provisions on appropriate compensation for the **Provider** for the use by the **Recipient**. The **Provider** shall, however, not be obliged to conclude such an agreement].

## The **Recipient** shall use the **Material** or **Modifications** exclusively through [lab] personnel under its supervision. The **Recipient** shall not make available the **Material** or **Modifications**, or grant access thereto, to persons other than [lab] personnel under its supervision, and the **Recipient** shall ensure that the **Material** or **Modifications** are not made available or accessible to unauthorised **Third Parties** without prior written consent granted by the **Provider**. Unauthorised **Third Parties** shall also refer to any and all personnel of other departments [institutes] that are not entrusted with the fulfilment of the obligations set forth in this Agreement.

Supplemental clause of industrial partners / public research institutes

The **Recipient** shall store the **Material** or **Modifications** in a safe place and shall change the location of the **Material** or **Modifications** only to the extent required by the **Purpose** of this Agreement. Upon the **Provider’s** request, the **Recipient** shall disclose, at any time, where the **Material** or **Modifications** are located at that particular moment. If the **Recipient** uses storage facilities that are also used by **Third Parties**, the **Recipient** shall take all reasonable steps to ensure that the **Material** or **Modifications** may be made accessible to **Third Parties** to the required extent [are not made accessible to **Third Parties**].

## The **Recipient** shall forward all enquiries concerning the **Material** to the **Provider** via e-mail. [If enquiries concerning the **Material** are made, the **Recipient** may refer the enquiring person to the **Provider** via e-mail.]

## This Agreement does not limit the **Provider’s** right to make the **Material** available to other commercial or non-commercial institutions, nor limit the **Provider’s** right to publish documents relating to the **Material**.

# Rights in the Material

## The **Provider** shall retain ownership of the **Material**, including all **Material** that is contained in or has been incorporated into **Modifications**. The **Provider** shall be entitled to all intellectual property rights in said **Material**.

## Alternative 1 (applicable in special exceptional cases):

## [The **Recipient** shall be the owner of the **Material** that is contained in or has been incorporated into **Modifications**, including all intellectual property rights.]

## Alternative 1 (applicable in special exceptional cases):

[The **Recipient** shall be the owner of the **Material** including the **Material** that is contained in or has been incorporated into **Modifications**, including all intellectual property rights therein.]

## The **Recipient** shall have no rights of use in the **Material** exceeding the **Purpose** of this Agreement.

## Option:

## [The **Recipient** acknowledges that patent protection for the **Original Material** has been filed for [and granted].]

# Results

## The **Recipient** undertakes to regularly inform the **Provider** on all **Results** generated by and in the course of fulfilling the **Purpose** of this Agreement in strict compliance with all confidentiality obligations. Should such results be protectable as intellectual property rights (e.g. patent), notification on the relevant **Results** shall be made immediately.

## Supplemental clause of industrial partners / public research institutes

## Until the rights to the **Results** have been defined or transferred pursuant to 5.2., the **Results** shall be treated confidentially by both **Parties**.

Supplemental clause of industrial partners / public research institutes

Both **Parties** shall refrain from all actions, in particular all actions that could be prejudicial to novelty, and take all possible precautions in order to ensure that intellectual property rights can be properly registered In order to duly take into account any **Party’s** publication interest, intellectual property rights shall be registered in any case within \_\_\_\_(e.g. 2 (two) months.

## The **Provider** shall be the owner of any and all **Results** and only the **Provider** shall be entitled to register intellectual property rights for these **Results**. [Should the **Results** contain patentable inventions, the **Results** shall be transferred to the **Provider** subject to the payment of a compensation in the amount of EUR \_\_\_\_(excluding VAT) for each patentable invention]. If employees of the **Recipient** have any rights regarding these **Results**, the **Recipient** shall take all measures that are necessary in order for intellectual property rights for these **Results** to be acquired by the **Recipient** and transferred to the **Provider**; [the **Provider** shall reimburse the **Recipient** for any compensation to which the employees might be legally entitled in this connection, as long as the **Purpose** of this Agreement is fulfilled free of charge and the intellectual property rights are transferred free of charge].

## The **Recipient** shall be entitled to use these **Results** on the basis of an agreement which the **Provider** and the **Recipient** shall negotiate in good faith, taking into account the contributions they made to the **Results**.

## Alternative clause of industrial partners / public research institutes

## The **Recipient** shall be entitled to use the **Results** free of charge for **Scientific Research**].

## Should the **Provider** decide to refrain from further using the **Results**, it shall immediately notify the **Recipient** of this decision and, upon the **Recipient’s** request, transfer all rights, titles and claims regarding said **Results** to the **Recipient** free of charge [subject to a compensation of EUR \_\_\_\_].

Alternative 1 for 5.2. first paragraph:

[The **Recipient** shall be the owner of any and all **Results** also with respect to **Modifications** and only the **Recipient** shall be entitled to [If only employees of the **Recipient** contributed to the **Results**, only the **Recipient** shall be entitled to] register intellectual property rights for these **Results** in its name subject to Item 4. (For clarification: This shall not affect the **Provider’s** exclusive ownership of the **Material** nor the related intellectual property rights it is entitled to pursuant to Item 4). If employees of the **Provider** have any rights in these **Results**, the **Provider** shall take all measures that are necessary in order for the intellectual property rights for these **Results** to be acquired by the **Provider** and transferred to the **Recipient**; any compensation to which the employees might be entitled under the law in this connection shall be reimbursed by the **Recipient**. The **Provider** shall have the right to use these **Results** for research purposes [and for any and all commercial purpose] free of charge and for an unlimited period of time. Should the **Recipient** decide to refrain from further using the **Results**, it shall immediately notify the **Provider** of this decision and, upon the **Provider’s** request, transfer all rights, titles and claims regarding said **Results** including the use of required **Pre-Existing Intellectual Property** to the **Provider** free of charge [subject to a compensation of EUR \_\_\_\_].

Alternative 2 for 5.2. first paragraph:

Any and all **Results** [If employees of both the **Recipient** and the **Provider** contributed to the results, these **Results**] shall be jointly owned by the **Provider** and the **Recipient** subject to Item 4. (For clarification: This shall not affect the **Provider’s** exclusive ownership of the **Material** nor the related intellectual property rights it is entitled to pursuant to Item 4.). The **Provider** and the **Recipient** shall negotiate, in good faith, the roles and the conditions for the exercise of this joint ownership, in particular with respect to protection through intellectual property rights (e.g. patent) and the right of use, taking into account their respective contributions to the **Results**. Should the **Recipient** decide to refrain from further using the **Results**, it shall immediately notify the **Provider** of this decision and, upon the **Provider’s** request, transfer all rights, titles and claims regarding said **Results** including the use of required **Pre-Existing Intellectual Property** to the **Provider** [free of charge] [subject to a compensation of EUR\_\_\_\_].

## The **Recipient** undertakes to send the copies of all manuscripts and summaries intended for publi-cation or presentation that reveal the **Results** to the **Provider** \_\_\_\_(e.g. 30 (thirty)) calendar days prior to disclosing the **Results** to the publisher or a **Third Party** (e-mail shall suffice). Moreover, the **Recipient** undertakes to advertise the fact, in every publication or presentation, that the **Material** was provided by the **Provider** [and mention the employees of the **Provider** who contributed to the **Results** and/or the **Material**]. The **Provider** shall only refuse to give its consent for good cause and shall announce its refusal within the \_\_\_\_(e.g. 30 (thirty))-day period (e-mail shall suffice). In this connection, the **Provider** shall in particular be entitled to prohibit publications or presentations that might be prejudicial to novelty.

# COnfidentiality

## The **Recipient** undertakes to keep confidential all **Information** related to the **Material** and, subject to Item 5.1, to keep confidential all **Results** related to the **Material** for the entire duration of the Agreement and for a period of \_\_\_\_(e.g. 3 (three) years) thereafter, with the exception of such pieces of information that verifiably

(a) already were in the public domain before they were made available to the **Recipient** or that entered the public domain afterwards – other than through breach of this Agreement by the **Recipient**;

(b) were known to the **Recipient** prior to the provision of the **Material**;

(c) were received by the **Recipient** from a third **Third Party** which itself obtained the relevant piece(s) of information in a lawful manner without any breach of this Agreement;

(d) were independently developed by the **Recipient’s** staff without access to the **Information** or the **Material**.

## Publications within the meaning of Item 5.3. do not constitute a violation of this obligation to maintain confidentiality.

# Warranty and LIability

## It shall be hereby noted that the **Material** is of experimental nature. Neither the **Recipient** nor the **Provider** give any warranties or guarantees, in particular with respect to the marketability or fitness for a specific purpose or regarding any violation of patents, copyrights, trademark rights or other intellectual property rights potentially caused by the use of the **Material** or of **Modifications** [nor do they warrant or guarantee that the **Material** or **Modifications** do not represent a safety or health risk.

Supplemental clause of industrial partners / public research institutes

## The **Recipient** and the **Provider** alone are responsible for damage caused by or claims arising from their performing this Agreement, including, in particular, transport, use, handling, storage or disclosure of the **Material**, of **Modifications** and/or the **Results**, to the extent that they are at fault and to the extent that this activity forms part of their relevant scope of responsibility.

Supplemental clause of industrial partners / public research institutes

## The **Recipient** shall indemnify and hold harmless the **Provider** for all damage incurred by the **Provider** due to any action of the **Recipient** (except in cases of gross negligence or intent on the part of the **Provider**).

Any liability [of the **Provider**] for slight negligence shall be excluded in any case.

## The **Recipient** undertakes to use the **Material** and **Modifications** in compliance with all applicable legal provisions and norms.

## Should the **Material** be unfit for the **Purposes** subject to this Agreement or have other defects, the **Provider** shall be notified thereof within \_\_\_\_\_\_\_\_(e.g. 3 (three) business days (notification by e-mail shall suffice), the relevant defect or fault being described in as much detail as possible.

# Duration

## This Agreement shall be concluded for the duration of \_\_\_\_(period of time, e.g. 2 (two) years) from the **Effective Date**. Each party shall be entitled to terminate it in writing, at any time, for any reason, subject to a notice period of \_\_\_\_(e.g. 90 (ninety)) calendar days. The Agreement shall terminate automatically, provided that the **Purpose** of this Agreement has been achieved prior to the expiration of the term as defined above. Should the **Purpose** of this Agreement not have been completed prior to the end of the duration of this Agreement, the duration of the Agreement shall not be extended automatically. If one **Party** wishes to continue pursuing the **Purpose** of this Agreement, the **Parties** shall negotiate, in good faith, an agreement regarding such further use; however, the **Provider** shall not be obliged to conclude such an agreement.

## In the event that this Agreement terminates for any reason whatsoever or if the **Recipient** does not use the **Material** and does not intend to use it, the **Recipient** shall be obliged at its own costs, to return the **Material** ,the **Modification** and all **Information** relating thereto to the **Provider**, to the extent that this is possible, or – upon the **Provider’s** request – to destroy the above with the necessary care.

## Items 2, 3, 4, 5, 6 and 8 shall remain in force regardless of any termination of this Agreement.

# Jurisdiction And applicable law

## [Exclusive] Jurisdiction for any dispute, controversy or claim arising out of and relating to this Agreement, also with regard to its existence and after its termination, shall lie with the court competent for commercial matters in \_\_\_\_\_\_\_(place). The Agreement shall be governed by Austrian law excluding its conflict-of-law rules. The application of the United Nations Convention on Contracts for the International Sale of Goods shall be explicitely excluded.

[Alternative: Arbitration]

## Any dispute, controversy or claim arising under, out of or relating to this Agreement and any subsequent amendments of this Agreement, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules.

## The arbitral tribunal shall consist of a sole arbitrator. The place of arbitration shall be \_\_\_\_\_\_\_(place). The language to be used in the arbitral proceedings shall be \_\_\_\_\_\_\_(e.g. German). The dispute, controversy or claim shall be decided in accordance with the law of \_\_\_\_\_(country).

[Alternative: Arbitration and Mediation]

Any dispute, controversy or claim arising under, out of or relating to this Agreement and any subsequent amendments of this Agreement, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be submitted to mediation in accordance with the WIPO Mediation Rules. The place of mediation shall be \_\_\_\_\_\_\_(place). The language to be used in the mediation shall be \_\_\_\_\_\_\_(e.g. German).

If, and to the extent that, any such dispute, controversy or claim has not been settled pursuant to the mediation within 60 (sixty) days of the commencement of the mediation, it shall, upon the filing of a Request for Arbitration by either party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules.

Alternatively, if, before the expiration of the said period of 60 (sixty) days, either party fails to participate or to continue to participate in the mediation, the dispute, controversy or claim shall, upon the filing of a Request for Arbitration by the other party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules. The arbitral tribunal shall consist of a sole arbitrator. The place of arbitration shall be \_\_\_\_\_\_\_(place). The language to be used in the arbitral proceedings shall be \_\_\_\_\_\_\_(e.g. German). The dispute, controversy or claim referred to arbitration shall be decided in accordance with the law of \_\_\_\_\_(country).

# DAta protection

## If – within the ambit of this **Agreement** – a **Party** (**Disclosing Party**) discloses to the other **Party** (**Receiving Party**) personal data pursuant to Article 4 Sec 1 of the General Data Protection Regulation (GDPR) or the **Receiving Party** got otherwise knowledge of personal data of the **Disclosing Party** and – provided the personal data are not processed by the **Receiving Party** as a data processor – these personal data may exclusively processed in performance of this **Agreement** and not processed for any other purposes, except as provided by the law. Specifically, these personal data may not be disclosed to third parties nor analysed for own purposes or used for profiling purposes.

## The **Receiving Party** ensures that personal data of the **Disclosing Party** are only provided to those of his employees who have a need to know them in the performance of this Agreement.

## The **Receiving Party** establishes its internal organisation in a way that it can ensure compliance with the applicable data protection laws, including but not limited to technical and organisational measures taken to prevent personal data from misuse or loss. Employees that have access to personal data must be made subject to a confidentiality obligation that continues to apply after termination of the employment.

## The **Receiving Party** establishes its internal organisation in a way that it can ensure compliance with the applicable data protection laws, including but not limited to technical and organisational measures taken to prevent personal data from misuse or loss. Employees that have access to personal data must be made subject to a confidentiality obligation that continues to apply after termination of the employment.

# Final Provisions

## Any and all rights and obligations arising from this Agreement must not be transferred to **Third Parties** without the **Provider‘s** prior written consent**.**

## This Agreement shall constitute the entire agreement between the **Parties** regarding the object of the Agreement. There are no supplementary arrangements. Drafts, correspondence exchanged prior to signing, etc. may not form the basis for interpreting this Agreement.

## Any changes or amendments of this Agreement must be made in writing (transmission via fax or e-mail shall not suffice) in order to take effect. This shall also apply to any waiver of this requirement of written form.

## Should individual provisions of this Agreement be or become invalid, void, illegal or unenforceable, this shall not affect the validity of the remaining provisions of this Agreement. The invalid, void, illegal or unenforceable provision(s) shall be replaced by (an) alternative provision(s) which most closely correspond(s) to the original intent of the **Parties** to the extent that this is legally possible and whose economic effect best correspond(s) to the effect intended by the invalid, void, illegal or unenforceable provision(s).

## Without the other **Party’s** prior consent, no Party may inform any **Third Parties** of this Agreement, any parts thereof or any related matter, unless such **Party** is obliged to do so based on statutory provisions. This shall not apply to the fact of the conclusion of this Agreement on the transfer of material as such.

## Any legal fees or similar charges that may be related to this Agreement shall be borne by the [**Provider**/**Recipient**]. Each **Party** shall bear the costs for its own legal representation.

## 2 (two) copies of this Agreement shall be signed and each shall be deemed an original, with one being handed out to each of the **Parties**.

# ContaCt persons

Contact person with the **Recipient**:

Name:\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_

Contact person with the **Provider**:

Name:\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_

Any change of the contact persons is to be communicated to the respective other **Party** without delay. Otherwise, any and all communications shall be deemed duly delivered in any case.

# Annexes

**Annex ./1.1.**(*description of the* ***Material*** *delivered by the* ***Provider***).

**Annex ./1.6. Information** disclosed to the **Recipient** by the **Provider** relating to the **Material**.

**Annex ./1.8.** Study plan.

All annexes form an integral part of this Agreement.

# Signatures

For the **Recipient**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

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

*[Name and title/position] [Signature]*

For the **Provider**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

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

*[Name and title/position] [Signature]*

**Annex ./1.8.** Study plan.

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Title, first and family name of the researcher, address, office telephone number, mobile telephone number, e-mail address*)

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Planned date of commencement of work*)

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Objectives of the Material Transfer Agreement, backgrounds, scientific context, details on how the provided material is used, further partners involved, subcontractors*)

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Necessary information, material required from the Provider*)

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Planned duration of the activity/evaluation*)

6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Milestones*)

7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Number of full-time equivalents involved, persons involved*)