



## 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:

Please complete and submit the following request Form. The Primary Investigator should email the SMA Request Form and the documents discussed below to [info@adaa.asn.au](mailto:info@adaa.asn.au).

### Section 1 - Principal Investigator, Researcher or Individual

First name: ..... Last name: .....

Organisation: .....

Job Title: .....

Phone: ..... Mobile: .....

Email: .....

Shipping address: .....

### Section 2 – Organisation contact information

Organisation name: .....

Type:  Profit  Not-for-profit

Primary contact details *(only complete if different person than 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: \_\_\_\_\_

Amount of material requested: (Maximum 20kgs) \_\_\_\_\_

Material grade required: (Please check all that apply)

Fly Ash  
(Fine  
Grade)<sup>1</sup>

Fly Ash  
(Run of  
Station)<sup>2</sup>

Furnace  
Bottom Ash<sup>3</sup>

Other: \_\_\_\_\_

Preferred source of the material/s \_\_\_\_\_

### Section 4 – Research Proposal

Title of research/study to be undertaken: \_\_\_\_\_

Please describe the research that requires the material; attach additional information in the form of MS Word, MS Excel or PDF documents as necessary with your submissions.

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

Yes  No If yes, please list: \_\_\_\_\_

Will the materials be used with materials received from any other third party organisations or people?

Yes  No If yes, please list: \_\_\_\_\_

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

Yes  No If yes, please list: \_\_\_\_\_

Will the end material be used:  On land  In water  Other: \_\_\_\_\_

Are any materials considered hazardous?  Yes  No  Unsure

### Section 5 – Research Funding

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

Government Grant \_\_\_\_\_

Non-profit grant \_\_\_\_\_

Industry sponsor \_\_\_\_\_

Departmental Funds \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Total funding \_\_\_\_\_

<sup>1</sup> As defined by AS3582.1 – fly ash processed to a fineness, by mass, passing 45 µm sieve, 75% minimum

<sup>2</sup> Particle sizes range from less than 1 micrometre (µm) to 200 µm and the particles are irregular to spherical in shape.

<sup>3</sup> Particle size range in grain size 75 µm (fine sand) to coarse lumps (< 20mm) and are irregular in shape