### Policy statement

All research materials that are transferred in or out of the University must be accompanied by either an incoming or outgoing material transfer agreement, which will be reviewed and executed by a representative in the Technology Transfer department.

### Purpose of policy

The purpose is to implement a process for the transfer of research material. This policy is designed to make sure that the University has an opportunity to review the terms that may accompany materials that are transferred in or out of the institution. Material transfer agreements are agreements between a supplier and a user of research materials. Such agreements govern the use of the transferred material and are necessary to protect the rights of both the provider and recipient. Many material transfer agreements include provisions that can cause the provider or recipient to lose the rights to their creations or inventions. Additionally, these agreements may include language that can be used to prevent the recipient from publishing or even continuing his/her research.

### Procedure

1. Employees are required to complete and submit a material transfer agreement checklist along with either a copy of the University’s template material transfer agreement (if the faculty member is providing material) or the provider’s material transfer agreement (if the faculty member is receiving material), and the contact information for the appropriate representative at the other institution, who is responsible for negotiating the material transfer agreement to the Technology Transfer department.

2. The material transfer checklist will be reviewed by a research compliance officer in the Research and Sponsored Programs office while the material transfer agreement is reviewed by a staff member in the Technology Transfer department.
(3) After the material transfer agreement checklist is approved by the research compliance officer and the terms of the material transfer agreement are finalized, the material transfer agreement will be forwarded in order to obtain the necessary signatures.

(4) As soon as all of the requisite signatures are obtained, the Technology Transfer department will provide the faculty member with a copy of the fully executed material transfer agreement and the employee may ship or receive the material.

Approved by:

Lloyd A. Jacobs, M.D.
President

September 24, 2012
Date

Policies Superseded by This Policy:

• Previous 3364-70-12, effective date September 23, 2011

Initial effective date: January 29, 2009

Review/Revision Date: February 11, 2011; September 23, 2011; September 17, 2012

Next review date: September 17, 2015