


<p>Name of Policy: Material transfer policy.</p> <p>Policy Number: 3364-70-12</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President of Research Development</p> <p>Scope: all University of Toledo campuses</p>	 <p>Original Effective date: January 29, 2009</p>
<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

(A) 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 office of research development.

(B) 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. They 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.

(C) Procedure

- (1) Faculty must 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 office of research development.

- (2) The material transfer checklist will be reviewed by a research compliance officer while the material transfer agreement is reviewed by a staff member in the office of research development.
- (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 office of research development will provide the faculty member with a copy of the fully executed material transfer agreement and the faculty member may send or receive the material.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>January 29, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Research Development; Director, Licensing and Contracts</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: January 29, 2009 Review/Revision Date: Next review date: January 29, 2012</p>
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