

# Material Transfer Process

## Option #4

### I wish to SEND materials developed exclusively in my UCSD lab

## Form Instructions

#### Overview:

The "I wish to SEND materials developed exclusively in my UCSD lab" form facilitates the processing of the Material Transfer Agreement (MTA) by providing necessary information to ensure that the transfer of research materials from UCSD is conducted in accordance with applicable UCSD and UCOP policies.

#### UCSD Principal Investigator Information:

**Last Name:** Provide the last name of the Principal Investigator in whose laboratory the materials were developed. **Please Note:** Only the academic in charge of the laboratory is authorized to, and may request transfers of UCSD research materials. If this is not the same individual as the Principal Investigator listed on the form, the academic who is in charge of the laboratory must sign this form as well.

**First Name:** Provide the first name of the Principal Investigator in whose laboratory the materials were developed.

**Phone#:** Provide the telephone number, including area code of the Principal Investigator in whose laboratory the materials were developed.

**Email:** Provide the email address of the Principal Investigator in whose laboratory the materials were developed.

#### UCSD Lab/Administrative Contact:

**Name:** Provide the full name of the lab or administrative contact.

**Email: Provide** the email address of the lab or administrative contact.

**Mail Code:** Provide the mail code of the Principal Investigator in whose laboratory the materials were developed.

#### Recipient Principal Investigator Information:

**Last Name:** Provide the last name of the Recipient Principal Investigator in charge of the laboratory in which the research material will be used. **Please Note:** If the requester is someone other than the Recipient Principal Investigator, please include the requester's contact information within question 10 of this form.

**First Name:** Provide the first name of the Recipient Principal Investigator in charge of the laboratory in which the research material will be used.

**Phone #:** Provide the phone number, including area code (and country/city codes foreign) of the Recipient Principal Investigator in charge of the laboratory in which the research material will be used.

**Email:** Provide the full email address of the Recipient Principal Investigator in charge of the laboratory in which the research material will be used.

#### Recipient Organization Information:

**Name:** Provide the full name of the company or non-profit research or educational institution that will receive the material, and if foreign, include the destination country.

**Location:** Provide the location of the company or non-profit research or educational institution that will receive the material, and if foreign, include the destination country.

**Is the recipient organization For-Profit or Non-Profit or Not Sure:** Check the appropriate box.

#### Material Transfer Process Questions:

**1. Identify the material to be sent.** Specify the material to be sent in the space provided. Include a material type identifier; for example; plasmid, conditional knock-out mouse, compound, cell line, device, etc., along with the specific name of the material,. For example: pFlox vector. Multiple materials may be listed for a transfer sent to a single researcher at a single institution as long as the intended use of the materials is the same.

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**2. Does this material contain research material received or purchased from others?** Check the appropriate box.

**3. List the quantity/units of the material to be sent.** For example: 10 mg, one 2ml aliquot, 2 breeding pairs, 5 wafers, etc.

**4. What is the function of the material?** Describe what the material does, its general use, and/or how it works. For example: conditional knock out mouse (gene XX) model for disease YY; OR, expression vector containing gene ZZ

**5. Has the material been disclosed to UCSD's TechTIPS?** Check the appropriate box. Technology Transfer and Intellectual Property Services (TechTIPS) is the UCSD office responsible for recording, transferring, protecting, and commercializing UCSD-created innovations. UCSD employees are required to disclose their innovations to TechTIPS, preferably before there is any publication about the innovation. Innovations include tangible research materials such as those transferred under a Material Transfer Agreement.

If **Yes**, provide the UCSD Case Number, which is in this format: SD2003-391.

If **No**, was the research leading to the development of the material funded by an external sponsor or agency? Check the appropriate box. If applicable, provide the sponsor or agency name, award number, and the name of the PI awarded the funding.

If **Not Sure**, using the information provided, TechTIPS will endeavor to determine whether the Materials are the subject of an innovation disclosure and will contact you to confirm and/or with follow up questions

**6. Is the material a human embryonic stem cell line?** Check the appropriate box. If **Yes**, is it included in President Bush's August 2001 list? Check the appropriate box. Transfers of human embryonic stem cell lines are subject to additional regulations.

**7. Have you published on the material or related methodology?** Check the appropriate box. If **Yes**, list journal citation/publication date(s).

**8. Do you plan to publish on the material or related methodology?** Check the appropriate box. If **Yes**, provide anticipated publication date and the name of the journal name.

**9. Do you wish to receive reimbursement from recipient for costs associated with the transfer?** Check the appropriate box. If **Yes**, list the total amount the lab expects to receive. For deposit purposes, provide the Index #.

A. For transfers to not-for-profit research institutions, including universities

- As an academic courtesy, UCSD does not pass on the costs of material transfer to non-profit institutions in general. However, UCSD PIs are eligible to receive reimbursements for certain costs associated with material transfer to offset the extra expenses incurred in the preparation and shipping of UCSD research material. If you wish to recoup the costs of material transfer by answering Yes to question #9, TechTIPS will contact you for more information.
- Types of reimbursable material transfer costs may include lab, tech and/or admin time for preparation of the material for shipment—time that would otherwise be used for UCSD research-related activities. Shipping materials and fees are reimbursable, and, in the case of live mouse transfers, reimbursable costs also include caging, bedding, food and water as well as ACP fees or health certificates.

B. For transfers to for-profit institutions

- Under normal circumstances, a for-profit institution will be charged for transfers of UCSD research materials unless a no-cost transfer is specified in a previously executed sponsored research agreement or commercial license between UCSD and the for-profit institution.
- TechTIPS uses several types of agreements to govern transfers of UCSD research materials to for-profit institutions. TechTIPS will assist UCSD PIs in determining the fair market value for UCSD materials transferred to for-profit institutions. If you have been assigned a TechTIPS senior licensing officer, please contact him or her for further details. Otherwise, Kristina Gasperino ([kgasperino@ucsd.edu](mailto:kgasperino@ucsd.edu)) will provide the information you need.

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**10. Provide a concise scientific description of the recipient's use of the material.** Provide a brief, but reasonably detailed, description of the research to be conducted with the transferred materials e.g. determine the effects of over-expression of gene XX in cell line YY. An e-mail from the Recipient describing the intended use may be attached.

**11. Have you received a financial gift from the recipient?** Check the appropriate box. Indicate whether you have received a financial gift from the provider of the materials.

**12. Do you have a financial relationship with the provider? For example: private consulting, stock ownership, etc.** Check the appropriate box. Indicate whether you are a private consultant, shareholder, serve in a management position, or receive income from the recipient.

#### **Principal Investigator:**

**Principal Investigator Signature:** The Principal Investigator in whose laboratory the materials were developed signs. **Please Note:** Only the academic in charge of the laboratory is authorized to, and may request transfers of UCSD research materials. If this is not the same individual as the Principal Investigator listed on the form, the academic who is in charge of the laboratory must sign here as well.