**Office of Research and Economic Development (ORED)**

**Material Transfer Agreement (MTA) Request Form for**

**Baptist Health South Florida (BHSF) Biospecimen Repository Facility (BRF)**

***Instructions to PI****:* Email this completed and signed form, together with the BHSF BRF Protocol Support Laboratory and Biospecimen Repository Facility Requestor Application Form to the attention of Kristen Ingram kanriver@fiu.edu with a copy to oredagremnts@fiu.edu. Questions related to available specimens should be directed to BHSF BRF at 786-527-7551 or via email at MCIPSandBRF@baptisthealth.net.

**Detail the material to be transferred (name, formula, strain, quantity/gender, etc.):**

Click or tap here to enter text.

* Is the material genetic material, biohazardous or select agent/toxin? Choose an item.
* Is the material a genetically modified organism (contains rDNA)? Choose an item.
* Does the material consist of synthetic nucleotide of >100 bases? Choose an item.
* Are animals being transferred? Choose an item.
* List all Project IDs which provided funding for the creation of the material, if any:
* Is this related to a current or pending Sponsored Research Project? Choose an item. AWD/Project ID:
* Is there any other agreement related to which the material was created? YES. If yes, list source:

**Intellectual Property:**

* Is the material part of any invention disclosure to the Office of Technology Management & Commercialization (OTMC)? Choose an item.
* Will an invention disclosure to OTMC soon be submitted related to the material? Choose an item.
* Is the material disclosed in any publication? Choose an item.

**Approvals relating to agreement:**

* IRB Approval:  Protocol Title and Approval Number:
* IBC Approval: Protocol Title and Approval Number:
* IACUC Approval: Protocol Title and Approval Number:
* Other:

**Research Proposal (Sponsored and Non-Sponsored):**

Please provide a description of the RESEARCH that requires the MATERIAL and attach additional information as necessary:

**Note:** FIU cannot execute the MTA unless the appropriate compliance committee above approves the project where the material will be used. Please contact the Office of Research Integrity at x72494 with any questions.

**Costs:**

* Compensation to BHSF BRF will be required in accordance with the terms and conditions of the FIU and BHSF Research Biospecimens and Data Agreement.
	+ Please list Project ID or Dept ID to be used for payment:
	+ Please note that it is the PI’s responsibility to ensure that payments for deposits or initiation fees be paid to BHSF within 45 days receipt of the BHSF Invoice.
* If quarantine of animals is required off FIU campus, list Project ID or Dept ID to be charged for the quarantine and transfer costs:

**Environmental Health and Safety Certification:**

* All biohazardous materials, select agents and hazardous chemicals in FIU must be shipped, received, stored and destroyed in accordance with FIU’s Department of Risk Management and Environmental Health and Safety (EH&S) policies and procedures.
* By signing below, you certify that you will confer with EH&S relating to the foregoing.,.

**For MTA Involving Transfer of Animals:**

* If the MTA involves the transfer of animals, appropriate IACUC approval must be in place prior to transfer of animals and the animals must be cared for and used as approved by IACUC and the Animal Care Facility. If the animals contain rDNA, are transgenic or targeted mutants, IBC approval must be in place prior to receiving animals.
* By signing below, you certify that you will follow the instructions received by IACUC and the Animal Care Facility relating to the materials which are the subject of this MTA, and that you will obtain IACUC approval before transferring or using the animals.
* Prior to the transfer of animals, contact the Animal Care Facility at ext. 7-7408 to arrange for the transfer of the animals. Any questions regarding IACUC approval should be directed to the Office of Research Integrity, ext. 7-2494.

**Export Control (for all types of MTAs):**

* Will the material be transferred outside the U.S.? Yes [ ]  No [ ]

**PI, please review the terms and conditions of the BHSF and FIU Research Biospecimens and Data Agreement at** [**https://intranet.fiu.edu/research/OSRA/PreAward/Baptist Biospecimen MTA/FIU \_ Research\_Biospecimens\_and\_Data\_Agreement\_-\_Master\_Agreement\_-\_MCI\_Miami\_Cancer\_Institute. Fully Executed.pdf**](https://intranet.fiu.edu/research/OSRA/PreAward/Baptist%20Biospecimen%20MTA/FIU%20_%20Research_Biospecimens_and_Data_Agreement_-_Master_Agreement_-_MCI_Miami_Cancer_Institute.%20Fully%20Executed.pdf) **and indicate if the terms acceptable to you?** Yes [ ]  No [ ]

PI Signature Date

Print Name Phone & Email

The PI’s Dean’s Office as applicable, approves ORED processing the MTA, including assuming responsibility for any fees due to BHSF for biospecimens received under this agreement:

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

Signature of Dean’s Office

Print name Date

# The remaining items are to be completed by ORED:

**Export Control Review:** [ ]  Approved [ ]  Denied [ ]  N/A, export control not implicated

**EH&S Research Clearance Form**: [ ]  Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  N/A

Print name Date

ORED Comments:

**If MTA involves animals, route to ORI (IACUC Coordinator)** for the following:

IACUC approval for project involving the animals: [ ]  Current [ ]  Pending [ ]  Expired on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animal Care Facility (ACF) has the capacity/capability to house the requested type/quantity of animals?

[ ]  Yes [ ]  No, ACF cannot house animals because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animals will be quarantined at: [ ]  FIU [ ]  off-site at (include name of facility and address where animals should be shipped:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If quarantined off-site, the cost of quarantine and transfer is: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  No cost involved.

Cost will be covered by [ ]  ORED [ ]  PI

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IACUC Coordinator Signature Date

IACUC Coordinator Comments:

**If MTA involves recombinant DNA, route to ORI (IBC Coordinator)** for the following:

IBC approval for project involving the rDNA: [ ]  Current [ ]  Pending [ ]  Expired on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IACUC Coordinator Signature Date

IACUC Coordinator Comments:

If MTA involves a BSL Level II clearance, route to ORI **(IBC Coordinator)**

BSL Level II approval: [ ]  Current [ ]  Pending [ ]  Expired on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If MTA involves material being transferred out of FIU, route to OTMC for the following:**

Are the IP terms in the MTA acceptable?

[ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OTMC Signature Date

OTMC Comments: