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	PREPARED BY: Alexis Hernandez	APPROVED BY:
DOCUMENT TITLE: Addgene Material Transfer Agreement Job Aid	DEPARTMENT: IAG	EFFECTIVE DATE: October 31, 2020

Purpose

To explain how Addgene Material Transfer Agreements (“MTA”) are to be reviewed and processed by the Industry Agreements Group (IAG).

Scope

- Process Addgene MTAs are managed by IAG.
- Documents Documents will be maintained and updated in ERA.
- Roles/ Responsibilities Industry GCO will manage all Addgene MTAs for ASU.

Definitions

Arizona State University (“ASU”). The university where the transfer will be taking place.

Electronic Research Administrator (“ERA”). Electronic data base that houses all Agreements.

Addgene Material Transfer Agreement (“ Addgene MTA”). Type of Agreement where materials are being transferred to ASU, from ASU, or both.

Grant and Contract Officer (“GCO”). Designated party at ASU for reviewing the Agreement.

Office of Research Integrity and Assurance (“ORIA”). Group responsible at ASU for approving the MTA for transfer.

Principle Investigator (“PI”). The named researcher from ASU.

Sponsor. The outside party named in the MTA.

Skysong Innovations (“SI”). ASU’s technology transfer office.

Internal Request Form (“IRF”). A form for MTA where the ASU PIs will provide the required information to complete or review an MTA.

Point of Contact (“POC”).

Proposals and Negotiations Team (“PNT”)

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Responsibilities

The assigned GCO is responsible for reviewing and facilitating the compliance approvals for Addgene MTAs.

Requirements / Steps

Background:

Addgene is a non-profit repository that PI's or their lab assistants/researchers can directly contact for specific materials.

Incoming Materials to ASU from Addgene:

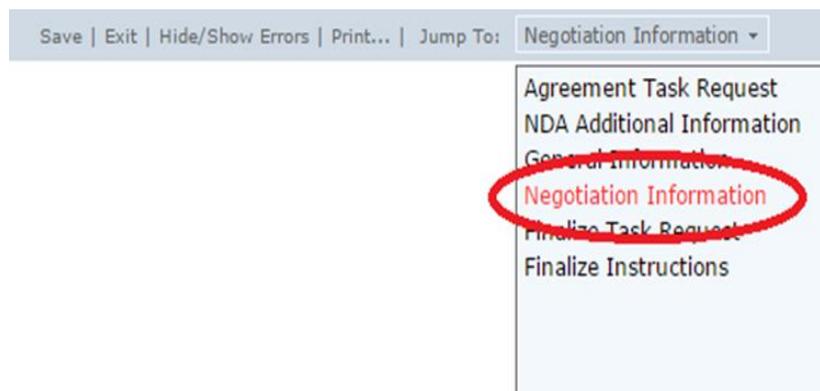
1. PI's or their lab assistants/researchers will directly contact Addgene for specific materials.
2. Upon Addgene receiving the request for materials, an auto-generated email is sent to the ASU point of contact for execution, which is the PNT public inbox.
3. The PNT GCO or student worker who monitors the public inbox will create a task and upload the following documents:
 - a. The Internal Request Form ;
 - b. The Material Transfer Agreement Instructions (packet); and
 - c. The email from Addgene for ASU to approve the transfer.
 - i. If any of the above are not included with the task, please reach out to the POC at PNT for the email and the packet. The IRF may be obtained directly from the PI.
4. The task will then be assigned to a GCO at IAG for management.
5. Login to ERA and click 'Agreements' tab in the top right corner of the screen.



6. GCO will confirm that all documents above are uploaded to the task.

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7. GCO will print-to-save as all above documents as .pdf titled with the standard naming convention but adding the 6-digit Addgene order number (i.e. PILastname_Addgene_MTA-#####).
8. The GCO will then send the IRF and Packet to ORIA at Research.Integrity@asu.edu for their approval of all compliance matters
 - a. The email to ORIA should read “Dear Research Integrity: Please find attached the IRF and Packet for an MTA requested by INSERT PI NAME between Arizona State University (ASU) and Addgene for your review. At your earliest convenience, please review and confirm all the compliance matters for the transfer have been met.”
9. Select ‘Edit Task Request’ under My Current Actions on left of screen.
10. Choose ‘Negotiation Information’ from drop-down menu.



11. GCO will then update the following fields under the Negotiation Information Tab:
 - a. 2.0 Brief Task Status with any negotiation comments; and
 - b. 12.0 ASU groups contacted during negotiations and/or support requested
 - c. Click ‘Save’ on top of screen and once saved click ‘Exit’



12. On Task Summary Page, select ‘Move to Internal Parties’ on the left side of the screen under My Current Actions to update task status.
13. Once ORIA approval is received, GCO uploads approval email as “PILastname_Sponsorname_MTA_ORIAApproval” in task.

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14. GCO will now open the email from Addgene that has been uploaded into the task. GCO will select the link under “Order #####: Material Transfer Agreement”.

15. After clicking the provided link, the GCO will click ‘Approve Transfer Electronically’.

Instructions

Please use the following links to approve the transfers on-line (recommended) or to download a copy of the MTA (faxed to +1-617-300-8688).

Approve Transfer Electronically (Recommended)

Use this link to approve the MTA for this transfer using electronic signature. If you are not the authorized signatory received with the secure link to this page. Please note that copying the URL directly from your browser will not work.

Print MTA Packet

Use this link to print a copy of the entire MTA packet.

16. GCO prints-to-save the fully executed document as “PILastname_Addgene_MTA-#####_Fully” to .pdf.

Click the **Submit** button to sign the implementing letter electronically. You will

	Agreement	Ancillary Agreements	Implementing Letter
	UBMTA	None	Approved (Print)
Oxford	UBMTA	None	Approved (Print)

17. Once the Addgene MTA is fully executed, GCO will send email with attached fully executed agreement to PI, Contracts@exchange.asu.edu, and any other respective parties. **(No need to send to Addgene as they are automatically notified).**

18. GCO will then complete the following fields under Finalize Task Request in ERA:

- a. 1.0 Attach Executed/Awarded document(s) – upload fully executed agreement and distribution email
- b. 2.0 Start Date, End Date, Fully Executed Date
- c. Click ‘Continue’ at bottom right of screen.
- d. On Finalize Instructions page, click ‘Save’ at bottom or top of screen, then ‘Exit’ at bottom or top of screen.
- e. On Task Summary page, click ‘Finalize Agreement’ under My Current Actions.
- f. If there are any incomplete fields, Error/Warning Messages will pop-up here. GCO will have option to ‘Jump To’ appropriate page to fix error.

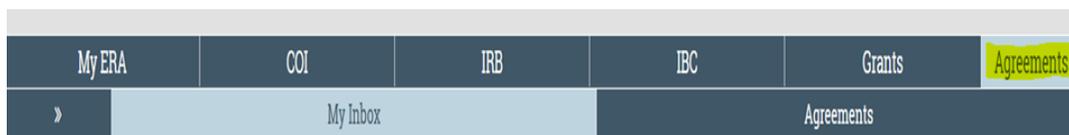
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g. Status will change to Executed/Awarded.

19. Once Addgene receives electronic approval from ASU, the materials are shipped to the requesting PI.

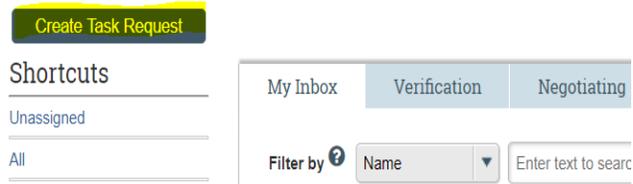
Outgoing Deposits to Addgene from ASU:

1. Addgene will directly request materials from a specific PI for specific materials.
2. Upon Addgene requesting the materials, an auto-generated email is sent to the ASU point of contact for execution, which is the IAG public inbox.
3. The email will then be assigned to a GCO at IAG for management.
1. The assigned GCO will send an IRF to the PI. The PI will need to complete the following:
 - a. ASU PI Information
 - b. Outside Party Information
 - c. Type of Transfer
 - i. Under these circumstances, this will always be outgoing. But the materials will need to be identified.
 - d. Length of Time Material(s) will be in use (maximum of 10 years)
 - e. Research Compliance Information (all required)
 - f. Conflict of Interest Information
 - g. U.S. Export Control Information
 - h. Sponsored Research Application Information
 - i. Intellectual Property Information
4. Once the GCO receives the IRF from the PI, save the Addgene MTA Internal Request Form as "PIlastname_Addgene_MTA_IRF".
5. Login to ERA and click 'Agreements' tab in the top right corner of the screen.



6. Click 'Create Task Request'.

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- a. Complete all fields with information obtained in the IRF.
 - b. Click 'Continue' in the bottom right of the screen.
 - c. The GCO will be taken to a Task Confirmation page. Once task is submitted, it will be in an 'Unassigned' state.
 - d. GCO will assign this task to themselves.
7. The task will be in 'Verification' state once assigned to the proper GCO.
 8. The GCO will then click 'Edit Task Request' in the top left of the task screen.
 9. The GCO will then upload the IRF and the Addgene email into the task under 11.0 Attach any Sponsor provided emails/documents.

11.0 Attach any Sponsor provided emails/documents:



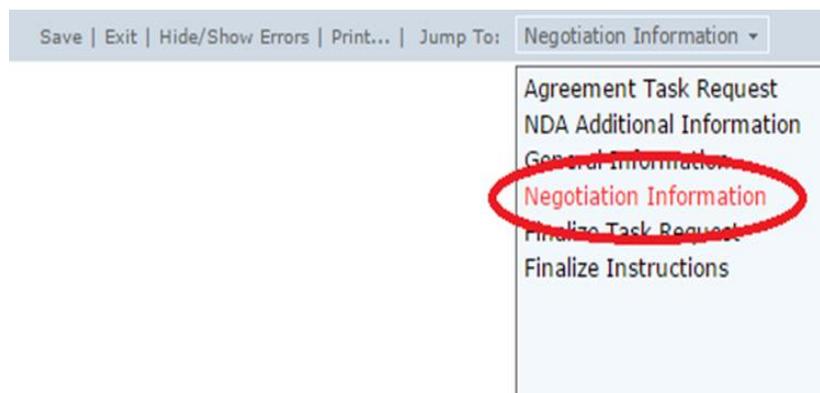
10. The GCO will then review the email request from Addgene. The GCO will login to Addgene at www.addgene.org and then click 'Deposit Preferences'.
 - a. Login information will be provided by the GCO's manager.
11. Click on each individual deposit and click on the 'Item Description'.

Providers: Arizona State University

Item Description: pSG4K5

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12. Once on the Item Description page the GCO will print-to-save the plasmid map. GCO will then do this for every deposit that is being requested.
13. Once the GCO has obtained all of the plasmid maps, these will be sent to SI's patent counsel, Kyle Siegel, at KSiegel@skysonginnovations.com . SI will review the plasmid maps to ensure that no unprotected proprietary materials are being sent to Addgene.
 - a. The email to Kyle should read "Attached please find the plasmid maps for materials for materials requested by INSERT PI NAME to be deposited to Addgene. At your earliest convenience, will you please let me know if you find any issues with the materials being sent out?"
14. The GCO will also send the IRF to ORIA at Research.Integrity@asu.edu for their approval of all compliance matters.
 - a. The email to ORIA should read "Dear Research Integrity: Please find attached the IRF and Packet for an MTA requested by INSERT PI NAME between Arizona State University (ASU) and Addgene for your review. At your earliest convenience, please review and confirm all the compliance matters for the transfer have been met."
15. The GCO will now go back to their task and choose 'Negotiation Information' from drop-down menu.



16. GCO will then update the following fields under the Negotiation Information Tab:
 - a. 2.0 Brief Task Status with any negotiation comments; and
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 - c. Click 'Save' on top of screen and once saved click 'Exit'

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17. On Task Summary Page, select ‘Move to Internal Parties’ on the left side of the screen under My Current Actions to update task status.
18. Once ORIA/SI approval is received, GCO uploads approval email as “PILastname_Sponsorname_MTA_ORIA/SIapproval” in task.
19. Once all internal approvals have been received, GCO will log back into Addgene and approve the deposits.
20. The GCO will then screenshot the approvals that took place.

157736	78523	pFastBac1-His10FLAG	Debra Hansen	Distribute	Aug. 13, 2020	Oct. 23, 2020	
157739	78523	pMBPcyto-TEV-BseRI	Debra Hansen	Distribute	Aug. 13, 2020	Oct. 23, 2020	
157740	78523	pT7-pelB	Debra Hansen	Distribute	Aug. 13, 2020	Oct. 23, 2020	
157741	78523	pelBHisTEV	Debra Hansen	Distribute	Aug. 13, 2020	Oct. 23, 2020	
159427	78523	pFastBac1-His10TEV	Debra Hansen	Distribute	Aug. 13, 2020	Oct. 23, 2020	
159428	78523	pFastBac1-melHis10TEV	Debra Hansen	Distribute	Aug. 13, 2020	Oct. 23, 2020	

21. GCO will then complete the following fields under Finalize Task Request drop-down menu:
 - a. 1.0 Attach Executed/Awarded document(s) – upload fully Addgene Master Agreement and Screenshot of approvals
 - b. 2.0 Start Date, End Date, Fully Executed Date
2. Click ‘Continue’ at bottom right of screen.
3. On Finalize Instructions page, click ‘Save’ at bottom or top of screen, then ‘Exit’ at bottom or top of screen.
4. On Task Summary page, click ‘Finalize Agreement’ under My Current Actions.
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References / Related Documents

- UBMTA (Uniform Biological Material Transfer Agreement) Job Aid
- Material Transfer Agreement Job Aid
- [Addgene Master Agreement](#)