

MTA Task Request for ATCC Only

American Type Culture Collection (ATCC) is a private, nonprofit biological resource center (BRC) and research organization whose mission focuses on the acquisition, authentication, production, preservation, development and distribution of standard reference microorganisms, cell lines and other materials for research in the life sciences.

In March of 2012, ASU signed a master agreement with ATCC to govern material transfers between the two entities. Under this agreement, researchers at ASU are able to contact ATCC directly, provide them with proper authentication information, and receive requested materials. Per ATCC's process, the request does not require a signature by an authorized signatory from the Office of Research and Sponsored Projects Administration (ORSPA) and the materials will be delivered to the researcher without notification to ORSPA.

Some materials offered by ATCC have restrictions placed on them by the outside party who provided the material to ATCC (e.g. National Parks Service). In such cases, the outside party may request that additional documentation be provided and executed to ASU, before ASU will be allowed to receive the requested materials. In the event that an ASU researcher receives documentation requiring an authorized signature from ORSPA, the researcher will forward the request to industryagreements@asu.edu (OIRC Inbox) and request that a task be set-up. The GCO assigned to the task will follow the instructions in the standard Material Transfer Agreement Job Aid.

In March of 2014, it was confirmed that ATCC is currently implementing a new process that will allow for institutions to receive advanced notification that a researcher has requested materials. Once notified by ATCC that its system is up, ASU will provide industryagreements@asu.edu as the standard contact email address for ASU. For future requests under the master, an auto-generated email from ATCC will be sent to the OIRC inbox, containing 1) the requesting researcher's name, 2) the material being requested, 3) the quantity of the material being requested, and 4) the order date. The following process will then be used:

1. Workload manager monitoring the OIRC inbox will Create a Task Request and assign to an available GCO.
2. GCO will send the [PI Certification – American Type Culture Collection email](#) to the PI who has been identified in the ATCC auto-generated email. GCO will save the email within the task as "PILastname_ATCC_PIApprovalRequest".
3. Once PI has read the PI Certification email and replied with their approval to the GCO, GCO will save the approval email in the task as "PILastname_ATCC_PIApproval".
4. 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.
- 5. On Finalize Instructions page, click 'Save' at bottom or top of screen, then 'Exit' at bottom or top of screen.
- 6. On Task Summary page, click 'Finalize Agreement' under My Current Actions.