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	<b>PREPARED BY:</b> Alexis Hernandez	<b>APPROVED BY:</b>
<b>DOCUMENT TITLE:</b> UBMTA (Uniform Biological Material Transfer Agreement) Job Aid	<b>DEPARTMENT:</b> IAG	<b>EFFECTIVE DATE:</b> October 31, 2020

## Purpose

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

## Scope


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

## Definitions

- Arizona State University (“ASU”) The university where the transfer will be taking place
- Electronic Research Administrator (“ERA”) Electronic database that houses all agreements
- Uniform Biological Material Transfer Agreement (“UBMTA”) 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
- Principle Investigator (“PI”) The named researcher from ASU
- Sponsor The outside party named in the UBMTA
- Internal Request Form (“IRF”) A form for UBMTA where the ASU PIs provide the required information to complete or review an UBMTA
- Point of Contact (“POC”)

## Responsibilities

The assigned GCO is responsible for reviewing, verifying compliance, and executing the UBMTA.

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## **Requirements / Steps**

### **Background:**

The UBMTA is a Master Agreement that institutions have the option to become signatories of. If both institutions are signatories to the UBMTA, one simply executes the implementing letter for each transfer. Non-signatories may sign the UBMTA Master Agreement and then use the Implementing Letter as a UBMTA signatory. Alternatively, non-signatories (ASU is not a signatory) may elect to use the terms of the UBMTA and delete the Implementing letter. This will make this contract a stand-alone contract with the terms of the UBMTA.

### **Process:**

1. Please follow all steps on the Material Transfer Job Aid up to step 9.
2. The Agreement will be titled UBMTA and the first page will be the implementing letter.
3. Since ASU is NOT a signatory to the UBMTA GCO will have two options in proceeding:
  - a. GCO will send an email to the Sponsor that reads “ The Industry Agreements Group at Arizona State University (ASU) has received a request from (INSERT PI NAME) to facilitate a Uniform Biological Material Transfer Agreement (UBMTA) between the (INSERT SPONSOR NAME) and ASU. Unfortunately, ASU is not a signatory for the UBMTA and therefore cannot sign the implementing letter. However, we have no issues with the terms and conditions within the UBMTA and would be happy to sign another version with those terms if provided. Furthermore, if another version is unavailable, ASU is happy to send you a copy of our standard MTA for your review.”
  - b. If Sponsor prefers to continue with our standard MTA, please follow steps 9-25 of the Material Transfer Job Aid.
4. If Sponsor elects to delete the implementing letter and allow ASU to sign the UBMTA terms, GCO will send altered agreement to the authorized signatory for review and signature.
5. Once the Agreement is fully executed, GCO saves fully executed UBMTA as “PILastname\_Sponsorname\_UBMTA\_Fully” in .pdf format. Determine if the Sponsor needs a hard copy of agreement or if electronic is acceptable. If hard copy is requested, update under Negotiation Information field 4.0 Mailing/Distribution Instructions to include the appropriate address/shipping instructions.
6. Once the UBMTA is fully executed, GCO will send email with attached fully executed agreement to PI, Sponsor, [Contracts@exchange.asu.edu](mailto:Contracts@exchange.asu.edu), and any other respective parties.
7. GCO will then complete the following fields under Finalize Task Request in ERA:

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- 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
8. Click 'Continue' at bottom right of screen.
9. On Finalize Instructions page, click 'Save' at bottom or top of screen, then 'Exit' at bottom or top of screen.
10. On Task Summary page, click 'Finalize Agreement' under My Current Actions.
  - a. 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.
  - b. Status will change to Executed/Awarded.

## **References / Related Documents**

- Material Transfer Agreement Job Aid
- Addgene—national, nonprofit plasmid repository Job Aid