

OTM MATERIAL TRANSFER PROCESS FOR FACULTY LEAVING WUSTL

If a departing faculty member wish to transfer tangible research materials (e.g. animal models, plasmids, cell lines, human specimens, etc.) for their continued use of the WUSTL materials at their new institution, an MTA must be administered through the Office of Technology Management (OTM). In order to initiate this process, please follow the below instructions carefully. It is imperative that this process starts early, well ahead of the anticipated date of the physical move, as the MTA process may take considerable time in gathering the necessary information, and for the new institution to review the proposed MTA(s). *Please note that an MTA is only one part of the institutional approval process for departing faculty, and the faculty/WUSTL department will likely also need to coordinate additional necessary approvals through various other administrative departments related to the transfer. Please contact Johnnie Cartwright, Assistant Vice Chancellor for Research & Chief of Staff (cartwrightj@wustl.edu), to coordinate all necessary institutional approvals well in advance of your move.*

TO INITIATE AN MTA FOR TANGIBLE RESEARCH MATERIALS DEVELOPED AT WUSTL

If you wish to transfer tangible research materials (e.g. animal models, plasmids, cell lines, human specimens, etc.) that were developed at WUSTL in the transferring faculty member's own lab, or developed in other WUSTL labs, please complete the paperwork described below.

- Complete the **Faculty Transfer Request Form**. This form must be signed by the transferring faculty member and their WUSTL department head (or, if department head is the transferring faculty, the dean must sign).
- Complete the **Faculty Transfer Material Request Worksheet**, listing all materials developed at WUSTL that the faculty member wishes to transfer to their new institution.
- Return the above documentation to mta@wustl.edu

OTM will then review the list of materials and follow up with any additional questions or request additional information regarding the materials. OTM may require that you complete material disclosures for certain items that have not been previously disclosed to OTM in order to verify WUSTL's rights or any third-party rights or restrictions in the material. OTM will then draft appropriate MTA(s) and provide to your new institution for their review. Once the MTA has been fully executed by both parties, a copy will be provided to your WUSTL department, and to the Office of the Vice Chancellor for Research which will make the final determination on approval to transfer the material. Material covered under the MTA should not be physically transferred from WUSTL until the MTA has been executed and institutional approval has been given by the Office of the Vice Chancellor for Research.

DISPOSITION OF MATERIALS RECEIVED FROM PARTIES OUTSIDE OF WUSTL UNDER AN MTA, ONLINE PURCHASE AGREEMENT OR OTHER TERMS OF USE/RESTRICTIONS:

Note that any third party materials received under an MTA or other terms of use (e.g. materials purchased from repositories such as Jackson Labs, KOMP, Addgene, etc.) do not allow for use by anyone other than the WUSTL faculty member and those under their direct supervision while employed here at WUSTL, nor is transfer of such material allowed, unless a new MTA or other agreement is put in place between your new institution and the original provider institution. If you wish to transfer materials developed by and received from parties outside of WUSTL for your continued use at your new institution, please work directly with your new institution's tech transfer office to put appropriate MTAs/permissions in place with the original provider of the material. Otherwise, all other third-party materials must be disposed of before leaving WUSTL. OTM can assist you in determining the disposition

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of these items by providing you with a list of the incoming MTAs we have on file for you, however online purchases that did not require institutional approval will not be reflected in that list, however be aware that the terms of use that were “agreed” when purchasing those materials most likely prohibit further transfer outside of your lab at WUSTL and should either be repurchased through your new institution or appropriate permission sought from the provider.

OTHER RESEARCH MATERIALS, SUCH AS DATA, LAB NOTEBOOKS, EQUIPMENT, ETC.

Please contact Johnnie Cartwright, Assistant Vice Chancellor for Research & Chief of Staff (cartwrightj@wustl.edu) regarding the transfer process for these items.