

**Office of Research  
Compliance & Ethics**

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**Memorandum**

**TO:** UND Faculty  
**FROM:** Matthew Nilles, Chair, Institutional Biosafety Committee (IBC)  
Amy Whitney, Director, Center for Innovation  
Grant Adkins, Tech Transfer & Licensing Associate, Center for Innovation  
**RE:** Process Change for Biological Related Material Requests  
**DATE:** April 30, 2020

In recent months, there have been two major changes impacting faculty requests for biological materials. First, the technology transfer office has transferred to the Center for Innovation and hired Grant Adkins as the new tech transfer and licensing associate. Second is the COVID-19 pandemic and a need to heighten safety and security review of all biological material requests in a centralized, streamlined way.

Effectively immediately, this new workflow will be used to request, review and approve biological- related research material transfer agreement (MTA) requests. There are two documents a requestor completes to begin the process: 1) a biological material research registration document (approved IBC application); and 2) a standard MTA template (academic or industry). All biological MTAs need to have an associated IBC approval number.

After this newly established first step, requestors who are approved then move forward with their request based on how they order their materials – from our outside vendor Addgene or directly from the academic or industry partner they are ordering from.

If you have questions or concerns with this process please send them to Matthew Niles, Chair of the Institutional Biosafety Committee, at [matthew.nilles@UND.edu](mailto:matthew.nilles@UND.edu) or Amy Whitney, Director of the Center for Innovation, at [amy.whitney@UND.edu](mailto:amy.whitney@UND.edu).

#### Biological-Related Research MTA Requestor Responsibilities (non-Addgene)

1. Complete the Biological Material Research Registration Document and submit it to the Institutional Biosafety Committee (IBC) via email ([matthew.nilles@UND.edu](mailto:matthew.nilles@UND.edu) **or** [heather.vinson@UND.edu](mailto:heather.vinson@UND.edu) **and** [UND.ibc@UND.edu](mailto:UND.ibc@UND.edu)). This form is available on the [IBC website](#).
2. Receive approval for the Biological Material Research Registration Document from the IBC.
3. Complete Standard MTA (Academic or Industry). These templates are available on the [IBC website](#).
4. Submit Standard MTA with the assigned IBC number for the approved Research Registration Document to Institutional Biosafety Committee via email ([matthew.nilles@UND.edu](mailto:matthew.nilles@UND.edu) **or** [heather.vinson@UND.edu](mailto:heather.vinson@UND.edu) **and** [UND.ibc@UND.edu](mailto:UND.ibc@UND.edu)). The IBC will forward your approved request to the Center for Innovation and, if the shipment involves an international party, to Research & Sponsored Program Development (RSPD) for export control review ([michael.p.sadler@UND.edu](mailto:michael.p.sadler@UND.edu)).
5. The CFI will record the MTA and transfer it to you via email.
6. If your request is not approved, you will be contacted and provided an explanation.

#### Biological Related Research MTA Requestor Responsibilities (Addgene ONLY)

1. Complete the Biological Material Research Registration Document and submit it to the Institutional Biosafety Committee (IBC) via email ([matthew.nilles@UND.edu](mailto:matthew.nilles@UND.edu) **or** [heather.vinson@UND.edu](mailto:heather.vinson@UND.edu) **and** [UND.ibc@UND.edu](mailto:UND.ibc@UND.edu)). This form is available on the [IBC website](#).
2. Receive approval for the Biological Material Research Registration Document from the IBC.
3. Complete Standard MTA (Academic or Industry). These templates are available on the [IBC website](#).
4. Submit Standard MTA with the assigned IBC number for the approved Research Registration Document to Institutional Biosafety Committee via email ([matthew.nilles@UND.edu](mailto:matthew.nilles@UND.edu) **or** [heather.vinson@UND.edu](mailto:heather.vinson@UND.edu) **and** [UND.ibc@UND.edu](mailto:UND.ibc@UND.edu)). The IBC will forward your approved request to the Center for Innovation and, if the shipment involves an international party, to Research & Sponsored Program Development (RSPD) for export control review ([michael.p.sadler@UND.edu](mailto:michael.p.sadler@UND.edu)). The CFI will notify you that your application is approved. You can then submit your request with Addgene, and it will come to the CFI to be approved.
5. If your request is not approved, you will be contacted and provided an explanation.

## Biological Research Material Transfer Agreement Work Flow

### **(For Non-Addgene Requests)**

1. Complete a Biological Research Registration Document (RRD) and get approval prior to completing a Standard MTA .



2. Submit Standard MTA and IBC approval number to Institutional Biosafety Committee via email (matthew.nilles@UND.edu or heather.vinson@UND.edu and UND.ibc@UND.edu). IBC gives the request an identifier.



3. IBC reviews biological material request. If the shipment involves an international party, it is forwarded with approved documents and material request to Research & Sponsored Program Development (RSPD) for export control review (michael.p.sadler@UND.edu)



4. IBC (or RSPD if export control review is needed) forwards approved MTA/RRD to the Center for Innovation. The CFI approves and records MTA (grant.adkins@UND.edu or amy.whitney@UND.edu)



5. CFI forwards completed MTA to Requestor and IBC.

## Biological Research Material Transfer Agreement Work Flow

### **(For Addgene Only)**

1. Requestor completes Research Registration Document (RRD) and sends it to Institutional Biosafety Committee(IBC) (matthew.nilles@UND.edu **or** heather.vinson@UND.edu **and** UND.ibc@UND.edu) for approval prior to any MTA request



2. IBC reviews biological material request. If the shipment involves an international party, include Research & Sponsored Program Development (RSPD) for export control review (michael.p.sadler@UND.edu).



IBC sends final biological-material request approval to Requestor and copies the Center for Innovation tech transfer office (grant.adkins@UND.edu **or** amy.whitney@und.edu).



3. Requestor submits material order to Addgene. Addgene generates an automatic order and approval notice for CFI to approve. Approval given by CFI after double checking IBC and export control approvals (grant.adkins@UND.edu **or** amy.whitney@UND.edu).



4. CFI receives MTA from Addgene and finalizes record.

## Biological Related Research MTA Checklist

\_\_\_\_\_ Institutional Biosafety Committee (IBC) MTA Research Registration Document (RRD).  
Submit to:  
[matthew.nilles@UND.edu](mailto:matthew.nilles@UND.edu) or [heather.vinson@UND.edu](mailto:heather.vinson@UND.edu) and [UND.ibt@UND.edu](mailto:UND.ibt@UND.edu)

IBC Protocol Number \_\_\_\_\_

\_\_\_\_\_ Approval from IBC with recorded documentation. IBC forwards to RSPD and/or CFI.  
Date \_\_\_\_\_ Attachments: Yes No

\_\_\_\_\_ Approval from Research & Sponsored Program Development (ONLY if export control review is needed).  
IBC forward to [Michael.p.sadler@UND.edu](mailto:Michael.p.sadler@UND.edu)

Date \_\_\_\_\_ Export Control Review: Yes No

\_\_\_\_\_ Approval from Center for Innovation.  
IBC or RSPD forwards to [grant.adkins@UND.edu](mailto:grant.adkins@UND.edu) or [amy.whitney@UND.edu](mailto:amy.whitney@UND.edu)

Date \_\_\_\_\_ Attachments: Yes No  
Recorded: Yes No

\_\_\_\_\_ Approved MTA Returned to Requestor(s) and/or Submitted to Addgene

Date \_\_\_\_\_ Attachments: Yes No  
Addgene order: Yes No