

## **C. Requirements for Material Transfer Agreements**

All stem cell projects are required to have proper documentation for the hESC and hiPSC lines faculty plan to use before the SCRO committee can provide final approval. This requirement also applies to cells coming from the UConn Stem Cell Core facility but developed and owned elsewhere such as the WiCell lines that are banked at the Core.

The appropriate documentation needed for SCRO approval and the procedures for obtaining them are outlined below. Until all necessary documentation is obtained a contingent SCRO approval may be issued; however, research on the project cannot begin until full SCRO approval is granted upon receipt of all necessary documents by the SCRO. Any questions regarding documentation may be directed to Ana Lena Fidantsef, Ph.D., MBA, Technology Commercialization Services ([fidantsef@uchc.edu](mailto:fidantsef@uchc.edu)).

### **For cell lines obtained from the Core:**

#### **WiCell lines:**

The WiCell lines (H1 and H9) banked in the Core require a shortened form of the MTA called a Simple Letter Agreement (SLA). Please see instructions to obtain these cell lines WiCell cell lines below.

#### **hESC and hiPSC lines:**

For hiPSC and hESC lines derived at UConn Health (CT1, CT2, CT3, and CT4), an Stem Cell Core Transfer Agreement (SCCTA) form is required.

### **For cell lines obtained from outside entities:**

For cell lines obtained from outside entities, an Material Transfer Agreements (MTAs) is required. [Sponsored Program Services](#) reviews and approves all MTAs for incoming materials. SPS will negotiate the terms if necessary. To initiate this process, please complete an [IPAS form](#) and submit along with the MTA to the [SPS mailbox](#) at: [sps@uchc.edu](mailto:sps@uchc.edu)

### **Regarding transfer of WiCell Materials:**

If a UConn researcher is requesting transfer of any of the WiCell hESCs from the UConn Stem Cell Core, WiCell must first authorize that transfer. It is the responsibility of Technology Commercialization Services (Ana Lena Fidantsef, Ph.D., MBA- [fidantsef@uchc.edu](mailto:fidantsef@uchc.edu)) to verify the executed agreements prior to approving the transfer. The process is as follows:

1. The PI providing the cells (Director of the UConn Stem Cell Core – Dr. Stormy Chamberlain) is required to e-mail Susan Langehn, Contract manager at WiCell at: [slangbehn@warf.org](mailto:slangbehn@warf.org) OR [info@wicell.org](mailto:info@wicell.org) their request to transfer to the PI requesting the cells, and reference the name of the cell line and any modifications.
2. The PI receiving the cells is required to e-mail Susan Langehn, Contract manager at WiCell at: [slangbehn@warf.org](mailto:slangbehn@warf.org) OR [info@wicell.org](mailto:info@wicell.org) their request to transfer from the PI providing the cells (Director of the UConn Stem Cell Core – Dr. Stormy Chamberlain) and reference the name of the cell line and any modifications.
3. WiCell will initiate the transfer agreement by drawing up a WiCell Simple Letter Agreement (SLA). This fillable PDF form must be completed, printed and original signatures added by the PI

requesting the transfer, the Director of the Stem Cell Core, and a representative from the Office of Tech Transfer. The completed form is submitted to Susan Langbehn at WiCell for approval ([SLangbehn@warf.org](mailto:SLangbehn@warf.org))

4. A remittance fee of \$750.00 is paid by the requesting PI to WiCell. This fee is payable by check, wire transfer, or credit card. POs are not accepted.
5. Once the transfer fee is paid and SLA approved, a PDF file of the executed agreement is e-mailed to the requesting PI and the office of Tech Transfer.
6. The requesting PI can then receive the WiCell hESCs requested.