

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 Cell and Genome Engineering 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 for the internal transfer of cell lines and cell lines coming into UConn may be directed to Sponsored Program Services at: sps@uchc.edu. For materials going out of UConn, please, contact Ana Lena Fidantsef, Ph.D., MBA, at Technology Commercialization Services (fidantsef@uchc.edu).

For cell lines obtained from outside entities:

For cell lines obtained from outside entities, Material Transfer Agreements (MTAs) are 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.

For cell lines obtained from the Core:

hESC and hiPSC lines:

For hiPSC and hESC lines derived at UConn Health (CT1, CT2, CT3, and CT4), the Cell and Genome Engineering Core Transfer Agreement (CGECTA) form is required.

Regarding transfer of WiCell Materials:

Internal transfer of WiCell Materials:

The WiCell lines (H1 and H9) banked in the Core require a Simple Letter Agreement (SLA). If a UConn researcher is requesting transfer of any of the WiCell hESCs from the Cell and Genome Engineering Core, WiCell must first authorize that transfer. This is the process:

1. The PI requesting the cells should contact the Cell and Genome Engineering Core Director to initiate the transfer request process.
2. The Cell and Genome Engineering Core Director providing the cells must email WiCell to request approval for the transfer of the cells. The email must reference the name of the cell line and any modifications.

3. The PI receiving the cells must email WiCell to request approval of the transfer of the cells. The email must reference the name of the cell line and any modifications.
4. The PI requesting the cells should fill out the IPAS form and submit it along with the WiCell Simple Letter Agreement (SLA). This fillable PDF form must be completed, printed and original signature added by the PI and sent to the SPS mailbox at: sps@uchc.edu.
5. The completed form is submitted by SPS to Susan Langbehn at WiCell for approval of their request to transfer.
6. 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.
7. Once the transfer fee is paid and SLA approved, a PDF file of the executed agreement is e-mailed to the requesting PI and Sponsored Research.
8. The requesting PI can then receive the WiCell hESCs requested.

Transfer of modified WiCell Materials to outside:

It is the responsibility of Technology Commercialization Services (Ana Lena Fidantsef, Ph.D., MBA- 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 Cell and Genome Engineering Core – Dr. Gordon Carmichael) is required to e-mail Susan Langbehn, Contract manager at WiCell at: slangbehn@warf.org OR 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 Langbehn, Contract manager at WiCell at: slangbehn@warf.org OR info@wicell.org their request to transfer from the PI providing the cells (Director of the Cell and Genome Engineering Core – Dr. Gordon Carmichael) 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 Cell and Genome Engineering 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)
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.