

C. Requirements for Material Transfer Agreements

All stem cell projects are required to have proper documentation for the hESC and hiPSC lines faculty/labs plan to use before the SCRO committee can provide final approval. This requirement also applies to cells acquired from the UConn Cell and Genome Engineering Core (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 required 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 (ana.fidantsef@uconn.edu).

For cell lines obtained from outside entities:

For cell lines obtained from outside entities, Material Transfer Agreements (MTAs) are required. [Sponsored Program Services](#) (SPS) reviews and approves all MTAs for incoming materials. SPS will negotiate the terms if necessary. SPS requires an internal [IPAS form](#) to 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 Stem Cell Core Transfer Agreement (SCCTA) 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 UConn Cell and Genome Engineering Core, WiCell must first authorize that transfer. This process is as follows:

1. The PI requesting the cells should contact the UConn Cell and Genome Engineering Core Director to initiate the transfer request process.

2. The UConn Cell and Genome Engineering Core Director/PI 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 requesting 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.
4. The PI requesting the cells should fill out the [IPASform.pdf](#) 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. The IPAS is an internal SPS form.
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 required by the requesting PI to pay WiCell. This fee is payable by check, wire transfer, or credit card. Purchase Orders 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. Upon completion of steps 6 and 7, the requesting PI can then receive the WiCell hESCs requested.

Transfer of modified WiCell Materials to outside:

The WiCell lines (H1 and H9) cannot be transferred to outside institutions, only modified cell lines.

Process:

1. The PI providing the cells (Director of the UConn Cell and Genome Engineering Core or PI transferring 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 to the PI requesting the cells, and reference the name of the cell line and any modifications.
2. The PI requesting 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 UConn Cell and Engineering Core or PI transferring the cells) and reference the name of the cell line and any modifications.
3. WiCell will determine if there is an executed agreement between the institution requesting the cells and WiCell. If there is none, WiCell will work with the PI of the requesting institution to have one in place.
4. Once WiCell determines there is an executed agreement with the institution, WiCell will initiate the transfer 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 UConn Cell and 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)
5. A remittance fee of \$750.00 is required by the requesting PI to pay WiCell. This fee is payable by check, wire transfer, or credit card. Purchase Orders are not accepted.

6. 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.
7. Upon completion of steps 5 and 6, the requesting PI can then receive the WiCell hESCs requested.