

Incoming PIs

Step 1. Complete the Material Spreadsheet for Incoming PIs. This requires providing OSP with detailed information about where the material originated and who has ownership rights. For any material crossed with something else that you're transferring, OSP needs to know the provider for each of the materials involved in the cross. If the institution you're transferring from fails to obtain permission from the owning provider, OSP will seek that permission.

Failing to provide accurate and complete information will delay the transfer of the material. OSP will seek permission and the necessary agreements from the originating and owning provider and trace its ultimate origin even if you have transferred the material numerous times to numerous institutions without an MTA.

Step 2. Contact your current institution's research contracting office for MTAs. As the institution sending the material your current institution will likely want to generate the MTA to UVA.

Step 3. Determine for MTA purposes whether you will be the recipient scientist or the provider scientist. If you're already in UVA's system, OSP prefers you be the recipient scientist.

If you are recipient, a stand-in provider scientist will need to be appointed at your current institution.

If you are provider, a stand-in from the UVA department you're transferring into will need to be appointed.

Step 4. Determine who your UVA departmental administrative support person will be. Ask that administrative support person to submit an MTA smart form in Huron for your material and to include a copy of your completed Material Spreadsheet for Incoming PIs.

If you are the recipient scientist, you will need to complete ancillary reviews in Huron for each MTA and you will be required to sign each MTA as the recipient scientist.

If you are the provider scientist, you will be required to sign each MTA. You may need multiple MTAs.

Mice, plasmids, and cell lines require separate MTAs correlated to the provided. Depending upon where your materials originated, UVA may be required to enter into MTAs with the originators.

Step 5. If you're transferring mice, you will need to contact UVA's vivarium to determine their requirements.

Step 6. If you maintain research notebooks that you are bringing with you, DUAs may be required by your current institution. It's an important question to ask your current institution's research contracting office. If required by your current institution, please contact your UVA administrative support person and request a smart form be submitted in Huron.

If you are transferring data, OSP will need sufficient understanding of the data you're seeking to transfer so the Negotiator can complete at least a paragraph each in the DUA describing the data you're transferring and what your intended use is.

Example:

1. Description of Data:

- 8 notebooks covering years 2017 through 2023 containing data and research results relating to studies of the role of Foxa2 in ligand-dependent activation of nuclear receptors and development of hepatic steatosis.

2. Description of Project:

- studies of the role of Foxa2 in ligand-dependent activation of nuclear receptors and development of hepatic steatosis

3. Form of Data and Nature of Transmission:

- 8 notebooks of research results covering years 2017 through 2023