Outgoing PIs

Step 1. Complete the Material Spreadsheet for Outgoing 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 used.

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. Determine for MTA purposes whether you will be a recipient scientist or a provider scientist. UVA prefers you to be the recipient scientist.

If you are a recipient scientist, a UVA provider scientist from your department will need to be appointed. If you are a provider scientist, a recipient scientist at your new institution will need to be appointed.

If you are the recipient scientist, you will have to sign each MTA required for your materials.

If you are the provider scientist, you will have to complete ancillary reviews in Huron for each MTA record submitted and sign each MTA.

Step 3. Complete or have completed a Huron smart form for your materials and include a copy of your completed Material Spreadsheet for Outgoing PIs. Mice, plasmids, and cell lines require separate MTAs. Depending upon the origin of your material, the originator may require your new institution execute an MTA with it.

Step 4. If you maintain research notebooks you are taking with you, a data use agreement will be required for your new institution. Complete or have completed a Huron smart form for a data use agreement.

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 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