

**HACKENSACK UNIVERSITY MEDICAL CENTER**  
**Administrative Policy Manual**

**Material Transfer Agreement Policy and Procedures**  
**Effective Date: 1/1/2012**

**Policy #: RSCH-02**  
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**GENERAL**

**Purpose**

The purpose is to establish a formal written record for the transfer of research material. This policy is designed to ensure that the Department of Research has an opportunity to review and approve the agreements that accompany research materials transferred in or out of the Medical Center as terms contained in these agreements govern material use, publication, intellectual property ownership and rights of both the provider and the recipient.

**Policy**

All research materials transferred in or out of the Medical Center must be accompanied by either an incoming or outgoing material transfer agreement.

**Administration**

The Chairman, Department of Research is responsible for the administration and subsequent revisions to the procedure.

**PROCEDURE**

1. Investigator must contact the Contracts Office and provide specifications with regard to the material being transferred and the Contracts Office will prepare the appropriate material transfer agreement and coordinate same with the recipient institution. In the event where the Medical Center is receiving material, Investigator must provide the Contracts Office with a copy of the material transfer agreement and contact information for the appropriate representative at the provider institution responsible for negotiating the material transfer.
2. After the terms of the material transfer agreement are finalized, the material transfer agreement will be routed in order to obtain the necessary signatures (i.e. Investigator, Chairman for the Department of Research and appropriate signatures from the provider/recipient institution). The Investigator does not have the institutional authority to sign on behalf of the Medical Center.
3. Upon receipt of the fully executed material transfer agreement the Department of Research will retain the original, provide the Investigator with a copy of the fully executed material transfer agreement and the Investigator may send or receive the material.