


Name of Policy: Material Transfer Policy Policy Number: 3364-70-12 Approving Officer: President Responsible Agent: Technology Transfer Representative Scope: All Campuses		 Revision date: February 21, 2017 Original Effective date: January 29, 2009
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All research materials that are transferred into or outside of The University of Toledo (“University”) must be accompanied by either an incoming or outgoing material transfer agreement (MTA), which will be reviewed and executed by a representative in the technology transfer department. MTAs are agreements between a supplier and a user of research materials. Such agreements govern the use of the transferred material and are necessary to protect the rights of both the provider and recipient.

(B) Purpose of policy

The purpose is to implement a process for the transfer of research material. This policy is designed to ensure that University has an opportunity to review the terms that accompany materials that are transferred into or outside of University.

Note: MTAs received from outside entities may include provisions that can cause providers or recipients to lose the rights to their creations or inventions. Additionally, these agreements may include language that can be used to prevent the recipient from publishing or even continuing his/her research.

(C) Procedure

- (1) University employees are required to complete and submit an MTA Checklist to the technology transfer department along with the provider's MTA (if the faculty member is receiving material),
- (2) The MTA Checklist will be reviewed by a research compliance officer in the research and sponsored programs office while the MTA is reviewed by technology transfer staff.
- (3) After the MTA Checklist is approved by the research compliance officer and the terms of the MTA are finalized, the MTA will be returned to the employee to obtain the requisite signatures.
- (4) Upon receipt of all of the requisite signatures, technology transfer staff will provide the employee with a copy of the fully executed MTA and the employee may proceed with shipping or receiving the material.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p>February 21, 2017 _____</p> <p>Date</p> <p><i>Review/Revision Completed by: Senior Leadership Team Vice President for Research Associate Vice President for Technology Transfer</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-70-12, effective date September 17, 2012</i> <p>Initial effective date: January 29, 2009</p> <p>Review/Revision Date: February 11, 2011; September 23, 2011; September 17, 2012; February 21, 2017</p> <p>Next review date: February 21, 2020</p>
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