**INSTRUCTIONS FOR USING THE UBMTA IMPLEMENTING LETTER**

UCSF principal investigators can use this Uniform Biological Material Transfer Agreement (UBMTA) Implementing Letter if **ALL** of the following criteria are met:

* The recipient institution is a signatory to the master Uniform Biological Material Transfer Agreement. See the online [List of Signatories to the Master UBMTA Agreement](https://www.autm.net/resources-surveys/material-transfer-agreements/uniform-biological-material-transfer-agreement/master-ubmta-agreement-signatories/).
* The biological material to be transferred was developed in the providing PI’s lab at UCSF.
* There are no [third party rights](https://innovation.ucsf.edu/office-technology-management-faqs#What-are-third-party-rightsobligations) to the material.

Notes:

If the recipient institution is not on the Master UBMTA Agreement Signatories list, use the UCSF Non-Profit Outgoing MTA Template instead.

If you are transferring human materials that may be linked to patient information, do not use this form and visit our [MTA page](https://innovation.ucsf.edu/material-transfers) for more information.

**How to Use this Form:**

1. Fill out the Original Material description and the Provider Scientist and Recipient Scientist information.
2. Send the MTA draft, without this instruction page, to the requestor for review and approval.
3. If the recipient’s technology transfer office has any changes or questions, refer them to [mta@ucsf.edu](mailto:mta@ucsf.edu) for assistance.
4. Once signed by all three parties, send a PDF copy of the executed MTA to [mta@ucsf.edu](mailto:mta@ucsf.edu).

**UBMTA Implementing Letter**

The purpose of this letter is to provide a record of the biological material transfer, to memorialize the agreement between the PROVIDER SCIENTIST (identified below) and the RECIPIENT SCIENTIST (identified below) to abide by all terms and conditions of the Uniform Biological Material Transfer Agreement (“UBMTA”) March 8, 1995, and to certify that the RECIPIENT (identified below) organization has accepted the terms of the UBMTA for this transfer. The RECIPIENT organization's Authorized Official also will sign this letter if the RECIPIENT SCIENTIST is not authorized to certify on behalf of the RECIPIENT organization. The RECIPIENT SCIENTIST (and the Authorized Official of RECIPIENT, if necessary) should sign both copies of this letter and return one signed copy to the PROVIDER. The PROVIDER SCIENTIST will forward the material to the RECIPIENT SCIENTIST upon receipt of the signed copy from the RECIPIENT organization.

Please fill in all of the blank lines below:

1. PROVIDER: Organization providing the ORIGINAL MATERIAL:

Organization: The Regents of the University of California, acting through the

University of California San Francisco

Address: Office of Innovation, Technology, and Alliances

3333 California Street, Suite S-11

San Francisco, CA 94143-1209

Email: mta@ucsf.edu

2. RECIPIENT: Organization receiving the ORIGINAL MATERIAL:

Organization:

Address:

3. ORIGINAL MATERIAL (Enter description):

4. Termination date for this letter (optional):

5. Transmittal Fee to reimburse the PROVIDER for preparation and distribution costs (optional). Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This Implementing Letter is effective when signed by all parties. The parties executing this Implementing Letter certify that their respective organizations have accepted and signed an unmodified copy of the UBMTA, and further agree to be bound by its terms, for the transfer specified above.

PROVIDER SCIENTIST

Name:

Title:

Address:

Signature:

Date:

RECIPIENT SCIENTIST

Name:

Title:

Address:

Signature:

Date:

RECIPIENT ORGANIZATION CERTIFICATION

Certification: I hereby certify that the RECIPIENT organization has accepted and signed an unmodified copy of the UBMTA (May be the RECIPIENT SCIENTIST if authorized by the RECIPIENT organization):

Authorized Official:

Title:

Address:

Signature:

Date: