

# INTERNAL BIOLOGICAL MATERIAL TRANSFER AGREEMENT (IBMTA)

**EFFECTIVE DATE:** (d-m-y) . The Parties are PROVIDING SCIENTIST and RECIPIENT SCIENTIST

**PROVIDER and RECIPIENT are both University of Guelph (UofG):**

Contact for this Agreement: Biosafety Officer, UofG EHS  
 50 Stone Road East, Guelph, ON, N1G 2W1 T:519 824-4120 x 53190 E: bso@uoguelph.ca  
 Copy to be sent to and recorded by Catalyst Centre c/o Tech Transfer & Agreements Assistant E:  
 ipadmin@uoguelph.ca P: 519.824.4120 x58882

**PROVIDER SCIENTIST:**

|   |   |
|---|---|
| Name:   | Department/Room:  |
| Tel: 519-824-4120 ext.                                | University of Guelph,<br>Guelph, Ontario, Canada, N1G 2W1 |
| Email:  |   |
| PROVIDER SCIENTIST's Current UofG Biohazard Permit #: |   |

**MATERIAL:**

|   |  |
|---|--|
| Identification and description of Original Material(s) to be transferred to another researcher at University of Guelph (Specific strain, genotype, or ATCC# , if known):  |  |
| Material's Biohazard Risk Group: <input type="checkbox"/> RG1 <input type="checkbox"/> RG 2 <input type="checkbox"/> Unknown  |  |
| Description of Pathogenicity Risk:<br><input type="checkbox"/> Non-pathogen <input type="checkbox"/> Infected Animal Tissues <input type="checkbox"/> Animal Pathogen <input type="checkbox"/> Aquatic Animal Pathogen<br><input type="checkbox"/> Plant Pathogen <input type="checkbox"/> Human tissues/cells/bodily fluids <input type="checkbox"/> Human Pathogen  |  |
| Original Source of Material (isolated from the field, UofG animal, purchased externally, other University or other):  |  |
| Was a CFIA Permit originally required to obtain the Material: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span><br>If yes, has permission been obtained from CFIA to transfer the Material? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span><br><i>[Attach CFIA Permit and letter of permission]</i>                         |  |
| Was a Material Transfer Agreement originally required to obtain the Material? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span><br>If yes, has permission to transfer been obtained from the original third party provider? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span><br><i>[Attach MTA and letter of permission]</i> |  |

**RECIPIENT SCIENTIST:**

|  |  |
|--|--|
| Name:  | Department/Room:                                       |
| Email:                      Tel: ext.  | University of Guelph, Guelph, Ontario, Canada, N1G 2W1 |
| RECIPIENT SCIENTIST's Current UofG Biohazard Permit #:   |  |
| Name of RECIPIENT SCIENTIST's Research Project:  |  |
| Briefly describe how RECIPIENT will use the Material(s):   |  |
| Is a Safety Data Sheet available for the Material <i>[please attach]</i> :<br><input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: |  |

I, RECIPIENT SCIENTIST have read and understand this Agreement and I agree to act in accordance with all the terms and conditions including ensuring all participants working with the Material under my supervision are aware of and abide by the terms of this Agreement.

| PROVIDER SCIENTIST | RECIPIENT SCIENTIST | Approval by UofG Biosafety Officer |
|--------------------|---------------------|------------------------------------|
|                    |                     |                                    |
| <b>Signature</b>   | <b>Signature</b>    | <b>Signature and Date</b>          |

Terms for the internal transfer of biological materials:

This Internal Biological Material Transfer Agreement (“IBMTA”) provides a record of the transfer of biological material owned by University of Guelph (UofG) but controlled and supplied by PROVIDER SCIENTIST and supplied to RECIPIENT SCIENTIST, both employees of the UofG. This IBMTA aims to facilitate the productive, efficient and fair sharing of valuable biological materials between UofG researchers.

The SCIENTISTS agree as follows:

1. MATERIAL: means all Original Material, and the progeny and unmodified derivatives of the Original Material.
2. The RECIPIENT SCIENTIST agrees that the MATERIAL:
  - a. Shall only be used in the RECIPIENT SCIENTIST’s laboratory under the direction of the RECIPIENT SCIENTIST or others working under his/her direct supervision;
  - b. Shall only be used for Research Purposes; and
  - c. Shall not be used in human or companion animal subjects, in clinical trials or for diagnostic purposes involving human or companion animal subjects without the confirmation of all regulatory and University of Guelph ethical approvals
  - d. Shall not be transferred to anyone else within University of Guelph not under Recipient Scientist’s supervision or control
  - e. Shall not be transferred to any external third party without the prior written consent of the Catalyst Centre and PROVIDER SCIENTIST
3. The RECIPIENT SCIENTIST agrees to refer to PROVIDER SCIENTIST any request for the MATERIAL from anyone other than those persons working under the RECIPIENT SCIENTIST’s direct supervision.
4. The RECIPIENT SCIENTIST is free to report inventions made through the use of the MATERIAL to the Catalyst Centre, University of Guelph but agrees to notify the PROVIDER SCIENTIST before submitting such report of invention.
5. The RECIPIENT SCIENTIST agrees to provide appropriate acknowledgement of the source of the MATERIAL in all publications, including offering the PROVIDER SCIENTIST co-authorship on publications related to the MATERIAL, when ethically applicable.
6. This IBMTA will terminate two (2) year(s) following the Effective Date.
7. The RECIPIENT SCIENTIST assumes all risk and responsibility in connection with the receipt, handling, storage, disposal, transfer and use of the MATERIAL, including without limitation taking all appropriate safety and handling precautions to minimize health and environmental risks to employees, staff, students and the general public.
8. The PROVIDING SCIENTIST warrants that it has the right to transfer the MATERIAL under this agreement.
9. Paragraphs 1, 2, 3, 4, and 5 shall survive termination of this agreement
10. **The RECIPIENT SCIENTIST assumes all responsibility for obtaining any permits or approvals** required to handle the MATERIAL according to UofG policies. For guidance contact: the University’s Biosafety Officer, bso@uoguelph.ca, 519-824-4120 x53190 (<https://www.uoguelph.ca/hr/hr-services-environmental-health-safety/forms>)
11. **The PROVIDER SCIENTIST must forward a fully executed pdf copy of this IBMTA to the Biosafety Officer (bso@uoguelph.ca) and the Technology Transfer & Agreements Coordinator (ipadmin@uoguelph.ca). Electronic signatures and documents are preferred.**