

# UBMTA INSTRUCTIONS

## Uniform Biological Material Transfer Agreement For Use with Non-Profit Organizations

Please assure you are using this document **only with a non-profit organization** that has signed the UBMTA Master Agreement.

1. Read the UBMTA Agreement text (a summary is provided for you on this web site as well) so that you will know your obligations and those of the other party. Assure that the other party has also read the Agreement, particularly where we are the Provider.
2. Obtain the signatures of both parties **on duplicate copies** of the NIMH Implementing Letter. When we are the Provider of the material, have other party sign first (you can instruct them where to pull down the UBMTA and the Implementing Letter from our web site) and assure a copy of the full Agreement is attached to the Implementing Letter for them to read. When this document is returned to you signed by the other party, the authorizing signature on our end must be a tenured or tenure track scientist. One executed original is then sent to the other party. The second original (the NIMH copy) **must** then be sent to Building 10, Room 4N222, for the NIMH Technology Development Coordinator's signature.
3. Whether you are the **Provider** or the **Recipient** please review this agreement carefully and consider such issues as patentability of the materials (patentable materials should not be distributed until U.S. filing with the Patent & Trademark Office has occurred), distribution of materials in relationship to an existing or potential CRADA, etc.

If you are the Recipient of a material under a UBMTA, it is important that you look at the definition of **modifications** on the first page ("substances created by the Recipient which contain/incorporate the Material") and the description of **ownership rights** on the second page. ***You should be aware that if you modify the Materials you receive, you may be restricted in distributing and commercializing some modifications under this agreement*** (see paragraphs 5, 6 & 7 under Section II of the UBMTA entitled "Terms & Conditions").

Any questions on the implementation of the UBMTA can be e-mailed to the NIMH Technology Transfer Office.

**UBMTA Implementing Letter**  
National Institute of Mental Health, NIH

*(Fill out in duplicate)*

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 [Page 12775] Agreement ("UBMTA") March 8, 1995, and to certify that the **RECIPIENT** (identified below) organization has accepted and signed an unmodified copy of the UBMTA. 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: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. **RECIPIENT:** Organization receiving the ORIGINAL MATERIAL:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

3. **ORIGINAL MATERIAL(s):** *(Enter description)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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4. Use of **ORIGINAL MATERIAL(s):** *(Enter description or attach Research Plan as Appendix A)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Termination date for this letter (optional):

6. Transmittal Fee to reimburse the PROVIDER for preparation and distribution costs (optional).

Amount: \_\_\_\_\_

**SIGNATURES:**

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. *The Implementing Letter is signed in duplicate.*

**PROVIDER SCIENTIST:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**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** \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The **NIMH copy (only) is to be signed** by the NIMH Technology Development Coordinator (TDC) after both signatures are obtained. Send to:

NIMH Technology Development Coordinator (TDC)  
NIH, NIMH, DIRP  
Building 10, Room 4N222  
10 Center Drive, MSC 1381  
Bethesda, MD 20892-1381

\_\_\_\_\_  
TDC Signature (*NIMH copy only*)

\_\_\_\_\_  
Date