

July 10, 2020

Procedure Change for Contracting Addgene

Effective on or around July 1, 2020, all inbound Material Transfer Agreements (MTAs) processed by the Office of Research Administration (ORA) as part of an order with Addgene shall require submission through IBISResearch.

If a University of Miami (UM) employee or Principal Investigator (PI) wishes to acquire materials from Addgene for a project, an MTA submission must first be created in the IBISResearch system.

The current Addgene questionnaire will be revised and updated to ask for a corresponding IBIS MTA number (ie. MTA#####) and will no longer ask questions that appear in the IBISResearch system, to avoid unnecessary duplication.

ORA will use the provided IBISResearch MTA number to connect Addgene orders to MTA submissions in IBISResearch. The Addgene questionnaire is mandatory.

To create an MTA submission for an Addgene order in IBISResearch, please be sure to do the following:

- 1) Include the word "Addgene" when asked for a "Title or internal reference number"
- 2) Mark "Institution to generate first draft" when asked to provide a document/agreement
- 3) Include a note/comment that the submission is related to an Addgene order. This is to ensure that ORA can link that MTA submission in IBISResearch to the appropriate Addgene order.

This change is to allow Addgene MTAs to be processed more similarly to other agreements in IBISResearch and ensure uniformity when requesting MTAs through ORA.

Please note that the date above is an estimate, as though ORA submitted the new questionnaire to Addgene on June 29, 2020, Addgene may update it anywhere from 1 – 5 days after the request is submitted.

This procedure change goes into effect once the questionnaire on Addgene is updated.

