

ADDGENE QUESTIONNAIRES

Addgene works with offices like yours to make it easier for your scientists to share and receive plasmids. However, we understand that your office may require additional information from your researchers before approving a deposit agreement or MTA. Rather than waiting to receive an emailed notice of a deposit or material request and then tracking down your researcher for more information, Addgene can host these questions for you. This saves you time in drafting an email, tracking the appropriate contact and waiting for a response. If you have any questions about this service, which are not addressed below, please do not hesitate to contact us at techtransfer@addgene.org.

DEPOSIT QUESTIONNAIRES

Once your researchers have submitted the necessary technical data for the materials that they would like to share through Addgene, we can send them a list of questions provided by your office. We currently have two options for deposit questionnaires. Depending on your internal processes, one method may work better than the other.

Adobe Cloud Services

1. Your office provides Addgene with a list of questions or responses that you need from each researcher prior to approving a deposit. This often includes basic questions such as PI name, address, email, telephone number and description of the material to be deposited but can also include more substantive questions such as:
 - Has the material been previously disclosed in an invention disclosure?
 - Where did you get the materials to create your material?
 - Are there any encumbrances or restrictions on the use/transfer of these materials?
 - Was the material created in your lab under your supervision?
 - Was the material created using outside funding?
 - Has the material been published?
2. Addgene creates a PDF with form fields and stores it in the Adobe Cloud (see **Exhibit A**). Note: response options include: text boxes, tick boxes and drop down menus.
3. After your researcher submits the technical data to Addgene, we will send the researcher your questionnaire through Adobe and cc your office (see **Exhibit B**).
4. The researcher completes the questionnaire.
5. Your office receives notice that the questionnaire is completed (see **Exhibit C**).
6. Your office accesses the completed questionnaire (see **Exhibit D**) and uses this information to determine whether to approve the deposit agreement/deposited material. Note: If your institution is not on a master deposit agreement, Addgene will have sent you the deposit terms by this time.

Hosted Deposit Hyperlink

1. Your office provides Addgene with a hyperlink to the appropriate institution webpage.
2. After your researcher submits the technical data to Addgene, we will send your researcher an email like below:

“Dear Dr. Blugene Plasmidmaker,

Thank you for your lab’s recent deposit submitted by DEPOSITCONTACT. The details of this deposit can be found through the tokenized link that you received from Addgene’s Scientist Team.

Before your institution can approve this deposit, a questionnaire must first be completed. Please go to:

<https://www.universityinstitutesc.edu/database> details about your institution’s questionnaire.

Please let me know if you have any questions about Addgene’s tech transfer deposit process. If you have any questions about your institution’s approval process, please reach out to Addgene’s contact: [your institution’s contact information that you have provided to Addgene].

Best regards,

Addgene Tech Transfer”

3. Your researcher follows your institution’s hyperlink and completes the questionnaire outside Addgene.

NOTE: Many institutions that utilize internal databases prefer this method. However, please note this may slow the deposit process for your researchers because: (a) you may not receive an email notification (depending on your institution’s database system) of completion; and (b) for many institutions, the researcher must be on the institution’s network (on campus or via VPN) to access the database.

EXHIBIT A

UNIVERSITY INSTITUTE COLLEGE OF SCIENCE REQUEST FOR TRANSFER OF MATERIAL TO ADDGENE

P.I.: _____ Date: _____

Campus Address: _____

Telephone: _____ Email: _____

Plasmid Information

Name of plasmid to be deposited at Addgene: _____

1. Has the plasmid been disclosed to the technology transfer office? YES NO UNSURE

If "YES", please provide the docket number: _____

2. Was the plasmid created in your lab under your supervision? YES NO

If "NO", please explain: _____

3. Where did you get the materials to create the plasmid? _____

4. Is the plasmid published? YES NO

5. Are there any encumbrances or restrictions on the material? YES NO UNSURE

If "YES", please explain: _____

Your name: _____

EXHIBIT B



Send. Sign. Done.

Attached is Your Copy (Cc) of Questionnaire -- Example

Addgene has copied you on Questionnaire -- Example. **After all participants complete the document you will receive a final PDF copy by email.**

To: blugene@addgene.org

From: Addgene

Dear Dr. Blugene Plasmidmaker,

Thank you for the recent deposit to Addgene made on your behalf (deposit [http://www.addgene.org/depositing/\[ADDGENE DEPOSIT NUMBER\]/](http://www.addgene.org/depositing/[ADDGENE DEPOSIT NUMBER]/))

Before University Institute College of Science can begin to process the MTA for this deposit, a deposit questionnaire must first be completed by you regarding these materials.

Please find through this link the University Institute College of Science questionnaire. Once you submit the completed questionnaire, a completed copy will automatically be forwarded to the tech transfer contact at your institution.

If you have any questions or concerns about Addgene's deposit process, please don't hesitate to let me know. If you have

UNIVERSITY INSTITUTE COLLEGE OF SCIENCE
REQUEST FOR TRANSFER OF MATERIAL TO ADDGENE

PI: _____ Date: _____

Campus Address: _____

Telephone: _____ Email: _____

Plasmid Information

Name of plasmid to be deposited at Addgene: _____

1. Has the plasmid been disclosed to the technology transfer office? ☐ YES ☐ NO ☐ UNSURE
If "YES", please provide the docket number: _____

2. Was the plasmid created in your lab under your supervision? ☐ YES ☐ NO
If "NO", please explain: _____

3. Where did you get the materials to create the plasmid? _____

4. Is the plasmid published? ☐ YES ☐ NO

5. Are there any encumbrances or restrictions on the material? ☐ YES ☐ NO ☐ UNSURE
If "YES", please explain: _____

Your name: _____

any questions or concerns about the providing institution's MTA process, please reach out to Addgene's contact: [your contact information that you have provided to Addgene]

Best regards,

Tech Transfer

Addgene
www.addgene.org

Click here to view this document online in your Adobe Document Cloud account.

Why use Adobe Document Cloud:

- Exchange, Sign, and File Any Document. In Seconds!
- Set--up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.



Questionnaire -- Example -- unsigned.pdf
93K

EXHIBIT C



Send. Sign. Done.

Questionnaire -- Example between Addgene and Blugene Plasmidmaker is Signed and Filed!

From: Addgene
To: Blugene Plasmidmaker and Addgene

Cc: University Institute College of Science

Attached is a final copy of **Questionnaire -- Example**.

Copies have been automatically sent to all parties to the agreement.

You can view **the document** in your Adobe Document Cloud account.

Why use Adobe Document Cloud:

- Exchange, Sign, and File Any Document. In Seconds!
- Set--up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.



Questionnaire -- Example -- signed.pdf

161K

EXHIBIT D

UNIVERSITY INSTITUTE COLLEGE OF SCIENCE REQUEST FOR TRANSFER OF MATERIAL TO ADDGENE

P.I.: Blugene Plasmidmaker Date: Oct 9, 2015

Campus Address: 123 Main Street Boston, MA 00001 USA

Telephone: 999-555-5555 Email: bluegene@addgene.org

Plasmid Information

Name of plasmid to be deposited at Addgene: pPlasmid

1. Has the plasmid been disclosed to the technology transfer office? ☒ YES ☐ NO ☐ UNSURE

If "YES", please provide the docket number: 1234

2. Was the plasmid created in your lab under your supervision? ☒ YES ☐ NO

If "NO", please explain: _____

3. Where did you get the materials to create the plasmid? The insert was given to us by Dr. Smith at Institution ABC.

4. Is the plasmid published? ☒ YES ☐ NO

5. Are there any encumbrances or restrictions on the material? ☐ YES ☒ NO ☐ UNSURE

If "YES", please explain: _____

Your name: *Blugene Plasmidmaker*
[Blugene Plasmidmaker \(Oct 9, 2015\)](#)

REQUEST QUESTIONNAIRES

Once your researchers have chosen which plasmids they would like to request from the repository and have completed the Recipient Scientist Acknowledgment (RSA) form, Addgene can provide a list of questions provided by your office. Like deposits, there are two methods to choose from based on your institution's internal processes.

Addgene System

1. Your office provides Addgene with a list of questions or responses that you need from each researcher prior to approving a MTA/request for material from the repository. Some recurring questions/prompts we have seen are:
 - Please provide a brief description of the research for which the material(s) will be used
 - Please provide all funding sources (federal and non-federal) for the research in which the material will be used
 - Will the material(s) be used in research where ownership of data or inventions is encumbered by a sponsored research agreement, other material transfer agreement, or collaboration agreement?
 - Will the material(s) be used in combination with any materials you have received or will receive from any other institution, corporation or business entity?
 - Have you reviewed and can you comply with the intellectual property restrictions if any?
2. Addgene builds your provided questions into our system. Note: response options include text boxes, tick boxes, multiple choice questions and drop down menus.
3. After your researcher completes the RSA, she/he will have to click on the link in the questionnaire box (see **Exhibit E**). This will prompt your researcher to complete the questions provided by your institution on a separate page (see **Exhibit F**).
4. Upon the completion of the questionnaire, Addgene will forward your institution the electronic MTA for your approval via email. You may also, at this time, access the completed questionnaire (see **Exhibit G**) and use this information (see **Exhibit H**) to approve the MTA/requested material.

Hosted Request Hyperlink

1. Your office provides Addgene with a hyperlink to the appropriate institution webpage.
2. After your researcher completes the RSA, she/he will have to click on the link in the questionnaire box (see again **Exhibit E**).
3. Your researcher follows your institution's hyperlink to the applicable webpage to complete your questions internally.

NOTE: Many institutions that utilize internal databases prefer this method. However, please note this may slow the request process for your researchers because for many institutions, the researcher must be on the institution's network (on campus or via VPN) to access the database.

Order 123456 Status: Waiting for Required Forms from Recipient Scientist

Thanks! You have successfully placed your order. We have emailed a confirmation to the email address you provided. You can also [click here for an Order Summary](#).

A Material Transfer Agreement (MTA) is required for all Addgene orders. Please complete the following steps to help Addgene acquire an MTA from your institution. Once the MTA is complete, we will process your order (about 2-3 business days) and ship it out to you.

To learn more about MTAs, please see our [FAQs](#) or [Technology Transfer page](#). If you have questions, feel free to [contact us](#).

Next Steps:

B 1. Recipient Scientist Acknowledgement - COMPLETED

Completed

[Recipient Scientist Acknowledgment](#)

Completed by Blugene Plasmidmaker, Jan. 1, 2015, 2:40 p.m. ([Complete another copy](#))

O 2. Institution Forms - INCOMPLETE

The following forms are required by the technology transfer or legal office of your institution:

Incomplete

[University Institute College of Science Incoming MTA Questionnaire](#)



Please complete this form online. Your request of materials cannot be processed without this form.

O 3. Material Transfer Agreement - PENDING

Please complete steps 1 and 2 above.

B 4. Payment Information - RECEIVED

Order 123456 - University Institute College of Science Incoming MTA Questionnaire

University Institute College of Science Incoming MTA Questionnaire

From University Institute College of Science

1. Identify the Material(s) and provide a brief description of the research for which the Material(s) will be used.*

2. Please list by grant number or UICS account number all funding source(s) (federal and non-federal) for the research in which the Material(s) will be used.*

3. Are the Material(s) you wish to receive on the list of select agents included in the USA Patriot Act? Select agents include biological agents or toxins that causes or may cause disease in humans or animals.*

4. Will the Material(s) be used in research where ownership of data or inventions is encumbered by a sponsored research agreement, other material transfer agreement, or collaboration agreement? (if yes please explain):*

5. Will the Material(s) be used in combination with any materials you have received or will receive from any other institution, corporation, or business entity? This includes MTAs with other Universities. (if yes please explain):*

6. Is the Material to be used in combination with an invention already disclosed to TTO? If yes please also identify the Docket Number:*

7. Have you reviewed and can you comply with the intellectual property restrictions, if any, in the MTA? :*

Electronic Signature

Please enter name and contact information below.

Recipient Scientist Name *

Recipient Scientist E-mail *

Note that the above signature was already filled-in only because you are logged-in as Addgene staff.

Order 123456 - Electronic Approval

A request has been made by the laboratory of Blugene Plasmidmaker for biological materials available from Addgene. Your institution, University Institute College of Science, must approve this request.

Authorized Representative Information

The following information will be used for the MTA. Click [here](#) to edit.

Official Institution Address:

University Institute College of Science
12345 University Blvd.
Cityscape, ST 12354

Authorized Representative:

MTA Coordinator

Electronic Approval by Addgene Test

To approve a request, use the Click Here to Review link to review each MTA implementing letter, then **click on the Submit button** to sign the implementing letter electronically. You will receive a receipt confirming your electronic signature.

Forward this page to signatory. You may forward the following URL to the proper signatory. *Please make sure the URL appears as one line in your email.*

<http://www.addgene.org/emta/169924/ypmdqmez5etbg8mfbguvnsn2jkk58qby/>

ORIGINAL MATERIAL PROVIDER

[pPlasmid-ABC](#)

Scientific College International

[Click Here to Review \(Print\)](#)

Electronic signature: Entering an authorized representative's name and contact information and subsequently clicking on the Submit button constitutes an electronic signature, pursuant to the U.S. Electronic Signatures in Global and National Commerce Act of 2000. Please note that you may access a receipt of this electronic signature using the URL for this web page.

Additional Forms

File

[Sample Incoming MTA Questionnaire](#)

[Recipient Scientist Acknowledgment](#)

Description

Electronically submitted by scientist

Electronically submitted by scientist

EXHIBIT H

University Institute College of Science Incoming MTA Questionnaire

1. Identify the Material(s) and provide a brief description of the research for which the Material(s) will be used.

pPlasmid-ABC for use in research of science.

2. Please list by grant number or UICS account number all funding source(s) (federal and non-federal) for the research in which the Material(s) will be used.

Business Unit : UICS // WPS Fund : 1234 PS Source : 5678 // NWPS Dept: 9101112 Cost Code UICS ABCD

3. Are the Material(s) you wish to receive on the list of select agents included in the USA Patriot Act? Select agents include biological agents or toxins that causes or may cause disease in humans or animals.

No.

4. Will the Material(s) be used in research where ownership of data or inventions is encumbered by a sponsored research agreement, other material transfer agreement, or collaboration agreement? (if yes please explain):

No.

5. Will the Material(s) be used in combination with any materials you have received or will receive from any other institution, corporation, or business entity? This includes MTAs with other Universities. (if yes please explain):

No.

6. Is the Material to be used in combination with an invention already disclosed to TTO? If yes please also identify the Docket Number:

No.

7. Have your reviewed and can you comply with the intellectual property restrictions, if any, in the MTA? :

Yes.

Signed by: Blugene Plasmidmaker

Email: blugene@addgene.org

Signed on: May 15, 2015, 12:42 p.m.