Thank you for downloading this UBMTA Implementing Letter from UW TechTransfer Invention Licensing. To process your request, please follow the steps below. If you have any questions about this process, please send an email to mta-group@u.washington.edu and someone will respond to your inquiry.

1. Complete the Implementing Letter below with the following specific information:
   a. Insert a description of the ORIGINAL MATERIAL you are requesting. This should include names and quantities.
   b. Provide the RECIPIENT information.
   c. Provide the name of the RECIPIENT SCIENTIST as well as the PROVIDER SCIENTIST.

2. Print two (2) copies of this Agreement.

3. Obtain the appropriate signatures:
   a. The RECIPIENT SCIENTIST; and
   b. The RECIPIENT ORGANIZATION

4. Mail both copies to:

   Agreements Group
   UW TechTransfer Invention Licensing
   4311 11th Avenue N.E., Suite 500
   Seattle, Washington 98105-4608

   The Materials will be shipped to you as soon as possible and based on availability. (Please note that you may require a different form based on the material you are requesting or the affiliations of the researchers who produced the materials. If that is the case, we will contact you and provide you with the appropriate form.)

5. Additional contact/shipping information (required):
   a. E-mail address:
   b. Shipping Method (check one):
      World Courier
      BAX Global
      UPS
      FedEx
      Other (please specify)
   c. Shipping Account Number:

   Please include your name, contact information and shipping information along with the name of the UW contact that you have been in touch with regarding the
Agreement in your cover letter. Please note that in order to process the request, the above information is required.
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 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: University of Washington
   Address: UW TechTransfer 4311 11th Avenue, N.E. Suite 500
            Seattle, Washington 98105

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: