NIH TETRAMER CORE FACILITY REGISTRATION FORM & MATERIAL TRANSFER AGREEMENT

Instructions

Registrants must submit the documents outlined below.

(1) Registration Form // Material Transfer Agreement (pages 2-7)

The form must be signed by the registrant (Principal Investigator) **and countersigned by an official capable of legally binding the institution (e.g. president, vice-president, dean, or provost, but NOT a department chairman).**

(2) Biographical Sketch (page 8-9)

Attach a Biographical Sketch that includes a listing of five recent, representative publications, or a brief curriculum vitae. A Biographical Sketch from a recent NIH grant proposal may be submitted instead.

Registrants must also provide a FedEx (or other shipping company) account number. The NIH Tetramer Core Facility will not bill requesters for shipping charges; you MUST provide an account number so that your shipping company can bill you. Your carrier must be able to ship packages containing ice and/or dry ice. Because of changes in the airline industry, scientists outside of the US must arrange for prepayment of shipping charges with their carrier; reagents will not be shipped collect.

MAIL, FEDEX or EMAIL (as a PDF) your completed registration forms to

Dale Long
NIH Tetramer Core Facility
Emory University
954 Gatewood Rd
Atlanta, GA 30329
TCF.Manager@emory.edu

NOTE: Faxed forms or forms without the original signatures will not be accepted.

NIH TETRAMER CORE FACILITY REGISTRATION FORM

(Please type)

Name:
Title:
Institution:
Telephone:
E-mail:
Fax:
Shipping Company:

Shipping Company Account Number:
Full Shipping Address:

(Please provide the address exactly as it should appear on a mailing label. Reagents cannot be shipped to a post office box.)

Institution Type (check one):

☑ Non-profit Organization

☐ Commercial Organization

Research Support, if applicable:
(Specify types and grant/award numbers)

NIH Intramural Research:
NIH Extramural Research:
Other Federal Funding:
State Funding:
Private Foundation:

Funding Outside of United States:
Industry:
Other:

MATERIAL TRANSFER AGREEMENT ("Agreement")

This Agreement does not transfer ownership of any material to the registrant or the recipient. However, the NIH Tetramer Core Facility will provide NIH Tetramer Core Facility material (tetramers, monomers, and novel ligands provided by the NIH Tetramer Core Facility) ("Material") to the recipient for its registrant's use under the following conditions:

In this Agreement the investigator receiving the samples will be considered the "Registrant" and the institution where he or she works the "Recipient." The Registrant and the Recipient agree that all Material provided by the NIH Tetramer Core Facility will be used consistent with these terms. This Agreement is effective for any transfer between the NIH Tetramer Core Facility and the Registrant until a new Agreement is filled out for the Registrant. Further upon execution, this Agreement hereby supersedes the previous Agreement, if any, for this particular Registrant.

The Recipient and the Registrant represent that, use of the materials provided by the NIH Tetramer Core Facility either: (1) are within the scope of a federal funding agreement; or (2) are for Recipient's internal noncommercial research purposes.

The Recipient and the Registrant agree that the Material will not be used for any commercial purpose, for use in man, or for the direct benefit of any for-profit institution.

The Recipient and the Registrant agree not to transfer the Material to any third parties, and to direct any inquires for reagents obtained from the NIH Tetramer Core Facility to the Facility website: http://tetramer.yerkes.emory.edu/ . Further, the Recipient and the Registrant agree to notify the NIH Tetramer Core Facility of any such request.

Liability
The Recipient and the Registrant understand that any Material delivered pursuant to this Agreement is experimental in nature and may have hazardous properties. The NIH Tetramer Core Facility, the United States Government, and Emory University MAKE NO REPRESENTATIONS AND EXTEND NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Unless prohibited by federal and/or state law, Recipient assumes all liability for claims for damages against it by third parties which may arise from the use, storage, or disposal of the Material.

Certification of Compliance with Safety Standards
Recipient and its Registrant shall directly supervise all users of the Material and shall assume responsibility for assuring that those users comply with all applicable safety standards.

Human Use
This Material is not produced as GLP or GMP grade material. Therefore, the Recipient and Registrant agree that no Material provided by the NIH Tetramer Core Facility, or any derivatives of the Material, will be used in humans or for direct clinical applications (e.g., diagnosis, treatment decisions).

Animal Use
Recipient agrees that Material provided by the NIH Tetramer Core Facility and any derivatives of said Material will be used in animals only as described in: Public Health Service Policy on Humane Care and Use of Laboratory Animals. If Recipient is a non-domestic organization it agrees that all research associated with use of the Material will comply with local animal welfare laws or regulations. However the Recipient further represents that these obligations are commensurate with what is obligated through the Public Health Service Policy on Humane Care and Use of Laboratory Animals.

Assumption of Shipping Costs
Recipient agrees to assume any shipping costs required for shipments of Material to the NIH Tetramer Core Facility or from the NIH Tetramer Core Facility. For example, this can be arranged through an overnight carrier shipping account number, or by making arrangements for prepaid shipments. Under no circumstance will the NIH Tetramer Core Facility ship material before these arrangements are made.

Acknowledgment of Source
The Registrant agrees to acknowledge the NIH Tetramer Core Facility in all publications and presentations of studies utilizing Materials supplied by the NIH Tetramer Core Facility. The suggested form for acknowledgment is: "The following reagent(s) was/were obtained through the NIH Tetramer Core Facility: (reagent(s) name)." Further for publications or presentations associated with MR1 reagents, please follow the detailed instructions on page 7: Publication associated with MR1 reagents.

Reporting Agreement
The Registrant and the Recipient agree to provide the NIH Tetramer Core Facility with copies of all abstracts and publications resulting from use of the Material within sixty (60) days of publication.

Website Publication
The Recipient and the Registrant agree that the NIH Tetramer Core Facility may publish successfully produced custom-made MHC class II monomers and tetramers that were requested for the Registrant and made via tethered constructs, to the NIH Tetramer Core Facility's website ("Website"). "Publish" means listing of the MHC allele, peptide sequence, parent protein from which the peptide was derived, and the organism from which the peptide/protein is derived at any time after such tetramers are sent to Registrant. Recipient may request that none of their requested tetramers be published to the Website for a period of six (6) months after delivery by checking the appropriate option below:

PLEASE CHECK ONLY ONE:

☑ The NIH Tetramer Core Facility may publish successfully produced tetramers to its website immediately.

☐ The NIH Tetramer Core Facility may publish successfully produced tetramers to its website no sooner than six (6) months after the materials were sent to the Registrant.

Signatures Begin on the Next Page

Signatures

_____	_____
*Officer of Recipient (Signature)	**Registrant (Principal Investigator) (Signature)
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Institution	Institution
_____	_____
Date	Date

**The officer cosigning above must be capable of legally binding the Institution.*

*** Registrant agrees to have read and understood the terms and conditions of this agreement and to abide by them in the receipt and use of the Material.*

Publication associated with MR1 reagents

The Registrant is encouraged to cite the material in any publication consistent with scientific convention and relevant journal policies (journal citation provided below, if needed). However, for crediting the supply of material, the suggested form of any acknowledgment is: "*The MR1 tetramer technology was developed jointly by Dr. James McCluskey, Dr. Jamie Rossjohn, and Dr. David Fairlie, and the material was produced by the NIH Tetramer Core Facility as permitted to be distributed by the University of Melbourne.*"

If needed for citation:

Corbett AJ, Eckle SB, Birkinshaw RW, Liu L, Patel O, Mahony J, Chen Z, Reantragoon R, Meehan B, Cao H, Williamson NA, Strugnell RA, Van Sinderen D, Mak JY, Fairlie DP, Kjer-Nielsen L, Rossjohn J, McCluskey J. (2014). "T-cell activation by transitory neo-antigens derived from distinct microbial pathways." Nature. 509, 361-5. DOI: http://dx.doi.org/10.1038/nature13160 PMID: 24695216.

Biographical Sketch

This form, or a Biographical Sketch from a recent NIH grant proposal, may be submitted in lieu of a curriculum vitae.

Name:
Position/Title:
Education: Begin with Baccalaureate or other initial professional education and include postdoctoral training.

INSTITUTION AND LOCATION	DEGREE	YEAR CONFERRED	FIELD OF STUDY

Research and Professional Experience: Concluding with your present position, please list, in chronological order, your three most recent professional positions.

EMPLOYER	TITLE	DATES OF EMPLOYMENT

Publications: Please list up to five recent representative publications.

1.

2.

3.

4.

5.