UTHSCSA LAB TRANSFER INFORMATION

The information provided below is a list of offices and contacts that are needed for various approvals to move a lab to UTHSCSA.

Animal Transfer to UTHSCSA
http://research.uthscsa.edu/lar/
LAR@uthscsa.edu
113D Medical School Building
210-567-6166

Form: “Request for Order of Experimental Animals” (on the website)

Dr. Martha Hanes is responsible for contacting veterinarians at outside institutions to obtain animal reports, transfer of animals, quarantine and assigning transferred animals to LAR. Leslea Sarro oversees the LAR lab. She manages the animal intake, the quarantine area and transfer once the 9 week quarantine period is completed and the veterinarians have given approval. Documents and forms are located on the LAR website.

Martha A. Hanes, DVM
Associate Director of Pathology Services
hanesm@uthscsa.edu
210-567-6166

Leslea Sarro
Laboratory Services Supervisor
sarro@uthscsa.edu
210-567-6164

Institutional Animal Care Program (IACP) / Institutional Animal Care and Use Committee (IACUC)
http://research.uthscsa.edu/iacuc/
http://research.uthscsa.edu/iacuc/training.shtml

iacp@uthscsa.edu
Greehey Children’s Cancer Research Institute
Health Professions Building, Room 4.206
8403 Floyd Curl Drive
San Antonio, Texas 78229
210-567-8260

Form: “Application for the Use of Laboratory Animals” (IACP Office – Services link)
University policy requires that all projects which use animals for research, testing or teaching be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) prior to initiation of such activities. There are several steps new investigators must take for the IACUC approvals. New investigators must complete the “Application for the Use of Laboratory Animals”, do the CITI (Collaborative Institutional Training Initiative) training, and review videos and Risk and Occupational Health Safety handouts. Contact the IACP office to obtain the training packet material and access to the online system. Investigators transferring to UTHSCSA from outside institutions can submit protocols prior to their arrival at UTHSCSA by having a current investigator at UTHSCSA be a co-investigator on the protocol.

Carita Jundt  
Associate Director  
Institutional Animal Care Program  
jundtc@uthscsa.edu  
210-567-8261

Environmental Health and Safety (EHS)  
http://research.uthscsa.edu/safety/  
1.343T Dental School Building  
210-567-2955

Form: “Hazardous Assessment Form” (issued to new faculty/staff at orientation)  
Form: “New PI Risk Assessment Form” (email or call EHS)  
Form: “New Employee Exposure Assessment” (to determine required health & safety training by evaluating use of, and exposure to, potentially hazardous agents in workplace; located on EHS website)  
Form: “Transfer Employee Exposure Assessment” (to determine required health & safety training by evaluating use of, and exposure to, potentially hazardous agents in workplace; located on EHS website)  
EProtocol: information and access is located on the Vice President for Research website

EHS accepts only applications that are submitted through eProtocol (system training is required) for the biological and chemical divisions. A HSC username/password can be requested before the official start date or the protocol can be submitted under an existing faculty member’s name and later transferred to the new PI.

Protocol approvals are based on the agents (bio, chemical, radioactive) investigators are using. We recommend new faculty/staff members or PIs meet with Valerie Fey or Rebecca Bloodworth to complete the initial risk assessment to determine what applications/forms will be necessary for submission as well as any training that is required to facilitate the process.
EHS must tour and approve space (which is part of the application) before the safety protocols receive final approval. If lab space has been assigned, EHS can look at it beforehand; otherwise EHS puts the application on pending status until the space has been assigned and approved.

The Safety Manager for each division pre-reviews the applications prior to sending it to the committee. The pre-review can take a few weeks to several months. The Committee usually takes 2-3 weeks for review.

- **Biological Safety Division**
  [link](http://research.uthscsa.edu/safety/biological.shtml)

  **Lentiviral vectors and human tissue approval form**: “IBC Biosafety Application” – must use eProtocol form

  The Biological Safety Division provides expertise and consultation on issues related to biological safety with the goal of maintaining a safe workplace, preventing environmental contamination and complying with applicable federal, state and local requirements. Principal Investigators who want to work with Lentivirus and Lentiviral vector systems must have approval through the Institutional Biosafety Committee.

  Valerie Fey  
  Biological Safety Manager  
  fey@uthscsa.edu  
  210-562-9058

- **Chemical Safety Division**
  [link](http://research.uthscsa.edu/safety/chemical.shtml)

  **Form**: “Approval to Use Carcinogen, Highly Toxic or Acutely Hazardous Chemicals Application” (located on website)

  The Chemical Safety Division consists of professional Safety Specialists who provide knowledge and expertise in the operation and support of Environmental Health and Safety procedures which comply with regulatory agency guidelines and institutional policies.

  Rebecca Bloodworth  
  Chemical Safety Manager  
  bloodworth@uthscsa.edu  
  210-567-2955

- **Radiation Safety Division**
  [link](http://research.uthscsa.edu/safety/radiation.shtml)

  **Form**: “Radioactive Material Authorization” (located on website)
The Radiation Safety Division promotes the well-being of ionizing and non-ionizing radiation users through education, evaluation of practices, ensuring regulatory compliance and dose monitoring at the University of Texas Health Science Center at San Antonio.

Jennifer Cerecero (formerly Watson)
Director, Radiation Safety
watsonj@uthscsa.edu
210-567-2960

- Environmental Protection Division
  http://research.uthscsa.edu/safety/environmental.shtml

  Services provided: hazardous waste management; chemical waste pick-up; radiological waste pick-up; air and water emission assessment; training—Lab Safety & Hazardous Waste; generator’s course; indoor air quality assessment; pollution prevention and waste minimization.

  Michael Gilmer
  Environmental Protection Manager
  gilmer@uthscsa.edu
  210-567-2955

**Form:** “Environmental Health & Safety Department Laboratory Decommissioning Risk Assessment Checklist” (email or call EHS for re-locating within UTHSCSA or leaving the Health Science Center)

The Environmental Health & Safety Office, in conjunction with its Chemical, Biological, and Radiation Safety Committees, has developed a Laboratory Decommissioning Policy. This procedure was developed as a helpful guide for decommissioning laboratories when Principal Investigators leave the Health Science Center or who are re-locating within the institution. The purpose of this policy is to ensure that laboratories which are being vacated are free of all hazardous materials upon departure.

**Office of International Services (OIS)**
http://www.uthscsa.edu/ois/
331A Medical Building
210-567-6241

**Forms:** Please go to the website or contact Linda Hastings for the form needed.

A primary focus of the Office of International Services (OIS) is to provide international education services, programs, and information to the HSC.
NIH Info on Grant Transfers
(from NIH Grants Policy Statement, 10/10)

Change of Grantee Organization

NIH prior approval is required for the transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the expiration of the approved project period (competitive segment). A change of grantee organization may be accomplished under most NIH grants, including construction grants, if any of the following conditions are met:

- The original grantee has agreed to relinquish responsibility for an active project before the expiration of the approved project period. This includes any proposed change of grantee as a result of a PD/PI on a research project transferring from one organization to another organization. The project under the same PD/PI may be supported at a new organization for a period up to the remainder of the previously approved project period in an amount not to exceed that previously recommended for direct costs (plus applicable F&A costs) for the remaining period.

- The grant to be transferred has been terminated in accordance with 45 CFR part 74.61 or 92.43

- A non-competing continuation award that is within an approved project period has been withheld because of the grantee’s actions (see Administrative Requirements—Enforcement Actions—Suspension, Termination, and Withholding of Support).
A change of grantee that involves the transfer of a grant to or between foreign institutions or international organizations also must be approved by the IC’s Advisory Council or Board.

A grant to an individual may not be transferred.

A successor-in-interest or a name change is not considered a change of grantee (see Change in Grantee Organizational Status below).

A change of grantee organization may involve the transfer of equipment purchased with grant funds. The transfer may be accomplished as part of the original grantee’s relinquishment of the grant; otherwise, NIH reserves the right to transfer title to equipment to the new organization as indicated in Administrative Requirements—Management Systems and Procedures—Property Management System Standards.

A change of grantee request normally will be permitted only when all of the permanent benefits attributable to the original grant can be transferred, including equipment purchased in whole or in part with grant funds. In reviewing a request to transfer a grant, NIH will consider whether there is a continued need for the grant-supported project or activity and the impact of any proposed changes in the scope of the project. A change may be made without peer review, provided the PD/PI plans no significant change in research objectives and the facilities and resources at the new organization will allow for successful performance of the project. If these conditions or other programmatic or administrative requirements are not met, the NIH awarding IC may require peer review or may disapprove the request and, if appropriate, terminate the award.

A change of grantee organization request must be made before the anticipated start date at the new organization and preferably several months in advance. Failure to provide timely notification may result in disapproval of the request or significant delays in processing.

A request for a change of grantee organization must be submitted to the GMO and the original institution must include an Official Statement Relinquishing Interests and Rights in a Public Health Service Research Grant (PHS 3734) (relinquishing statement). A final FFR and Final Invention Statement are due NIH Grants Policy Statement Part II: Terms and Conditions of NIH Grant Awards - Subpart A IIA- 81 to NIH from the relinquishing organization no later than 90 days after the end of NIH support of the project.

The proposed new grantee must provide the GMO with a change of institution application. Until such time as NIH develops the capability to allow electronic submission of these applications, the applicants should use the PHS 398 application form pages. If the original award was the result of a modular application, modular procedures apply to the request for change of grantee.
The application from the proposed grantee should include, at a minimum, the following:

- Face page.
- Budget pages (current and future years). (Under awards resulting from modular applications, the application should include narrative budget information, including total direct and F&A costs for the current budget period and, if future budget periods remain, information about the number of modules and the basis for computing F&A costs for all future years.)
- Updated biographical sketches for the PD/PI and existing senior/key personnel and biographical sketches for any proposed new senior/key personnel.
- If transferring on the anniversary date, include the progress report for the current year including a statement regarding the goals for the upcoming year. For all transfer applications include also a statement indicating whether the overall research plans/aims have changed from the original submission, and, if so, provide updated information.
- Updated “other support” page(s), if necessary.
- Resources page, including probable effect of the move on the project.
- Checklist page.
- Certification of IRB/IACUC approval, including OHRP and OLAW assurance numbers, if applicable.
- Detailed list of any equipment purchased with grant funds to be transferred to the new organization (inclusion of this list in the transfer application from the new organization indicates its acceptance of title to that equipment).

NIH may request additional information necessary to accomplish its review of the request. Acceptance of a relinquishing statement by NIH does not guarantee approval of a transfer application for the continued funding of a project.

NIH will accomplish a change of grantee organization by issuing a revised NoA to the original grantee reflecting the revised budget/project period end dates, deletion of any future-year support, and deobligation of remaining funds, if applicable. (A deobligation of funds will be based on the estimated grant expenditures through the relinquishment date, as determined from the relinquishing statement.) Concurrently, the new grantee will receive the NoA reflecting the direct cost balance reported on the relinquishing statement plus applicable F&A costs, if funds are available. If the change of grantee organization occurs on the anniversary date of the project, the NoA to the new grantee will reflect the previously committed direct cost level plus applicable F&A costs if funds are available. This amount is subject to change as a result of the closeout of the original grant and may be adjusted downward. NIH Grants Policy Statement Part II: Terms and Conditions of NIH Grant Awards - Subpart A IIA- 82
Incoming MTA Process

Forms: INCOMING MTA - Incoming MTA Questionnaire
OUTGOING MTA – Expediting MTA Form, Outgoing MTA Questionnaire &
Outgoing Human Samples Information Request Form

A Material Transfer Agreement (MTA) is a legal contract used to govern the exchange of research materials between organizations. The Office of Sponsored Programs (OSP) is responsible for negotiating and signing all MTAs for incoming research materials obtained from non-profit academic or government institutions and from for-profit organizations. OSP reviews MTAs to ensure contractual obligations are consistent with The University of Texas policy, federal and state law.

New faculty members should contact their technology transfer office to prepare MTAs for all materials being sent to UTHSCSA before leaving their prior institution. This may take several months to complete.

The UTHSCSA Investigator is responsible for:

- Requesting material directly from the Provider Scientist or Company.
- Sending the Provider the UTHSCSA Agreements Specialist’s contact information to process the MTA, Carolina Taboada, TaboadaC@uthscsa.edu.
- Sending the Agreements Specialist the Provider’s contact information and if available, a MS Word version of MTA.
- Completing the Incoming Materials Questionnaire (http://research.uthscsa.edu/osp/forms/incoming_MTA-Questionnaire-v2.doc) and returning it by email to the Agreements Specialist. This is required before review of the MTA can be started.
- Signing documents only after the MTA is reviewed and negotiated at OSP.
- Providing a fully signed MTA with P.O. requisitions or to LAR.

The Agreements Specialist is responsible for:

- Reviewing the MTA to ensure that the contractual terms do not conflict with any other legal contracts and are consistent with UTHSCSA policy, state and federal law.
- Negotiating non-conforming terms with the Provider Institution.
- Referring MTAs with terms that do not conform to UTHSCSA policy or law to the Vice
President for Research for review and approval to sign. (This is a separate process.)

- Obtaining signatures from Investigator and a UTHSCSA Authorized Representative.
- Sending the MTA to Provider Institution for signature.
- Sending a copy of final MTA to Investigator.

Additional information for completing forms:

- **Do not enter Investigator’s name or shipping address as “Recipient”**.

- **Only use our legal name and business address for all forms. Do not abbreviate.**
  The University of Texas Health Science Center at San Antonio
  7703 Floyd Curl Drive, MSC 7828
  San Antonio, Texas 78229-3900

- **UTHSCSA’s Authorized Representative Must Sign All Agreements**
  Chris G. Green, CPA, Director, Office of Sponsored Programs

- **For shipping animals:**
  Contact Ann Marie San Miguel, Shipping Coordinator, at Lab Animal Resources for delivery address and other details. Do not provide a Federal Express account number.

- **For shipping materials from foreign countries:**
  UTHSCSA’s customs broker: Pat Coston Dzierzanowski, John P. Coston & Co., Inc.
  Phone: 828-3940 ext 21, Email: pat@johnpcoston.com