

## **Expedited Process Agreement**

### **Background/Overview:**

The Harvard Medical School (“HMS”) received a grant from the National Institutes of Health (the “Grant”) to form a new repository of plasmids (the “Repository”) to store, maintain, and facilitate the collection and exchange of plasmids (the “Plasmids”) among researchers at academic, profit, and non-profit institutions for non-commercial, basic biological and biomedical research. Plasmids were shared with HMS by researchers at one or more institutions (each, a “Depositor Institution”) for distribution in accordance with a Standard Material Transfer Agreement. HMS has established a process, which is more fully detailed below, to effectuate the most efficient distribution of the Plasmids. An institution wishing to be eligible to receive Plasmids from the Repository (a “Recipient Institution”) by this more efficient distribution process is required to complete and submit this document to HMS.

### **General Information:**

Organization Name:	_____ (“Recipient Institution”)
Contact:	_____ Title: _____
Address:	_____ Address 2: _____
City:	_____ State/Province: _____
Country:	_____ Postal Code: _____
Phone & Extension (inc. country code):	_____ FAX: _____
Email:	_____ Website URL: _____

### **Material Transfer Process:**

HMS has established an online process for request of Plasmids that will permit scientists affiliated with the Recipient Institution (i.e. with a lab address at the Recipient Institution) (each a “Recipient Scientist”) to place orders for Plasmids online and agree to the terms of such transfer electronically. In order to participate, the Recipient Institution must first complete and execute, in writing, this Plasmid Transfer Application and Agreement, attached as Schedule 1, thereby acknowledging that all transfers of Plasmids, except as otherwise agreed to in writing between HMS and Recipient Institution, shall be subject to the process described herein and provided under the terms and conditions set forth in the Standard Plasmid Transfer Agreement, attached as **Standard Plasmid Transfer Agreement**. Thereafter,

Recipient Scientists from such Recipient Institution will be permitted to place orders for Plasmids online; and upon placing the order will electronically accept and agree to be bound by the terms and conditions of the Standard Plasmid Transfer Agreement already agreed and accepted by their institution. If, however, a Recipient Institution does not agree to the expedited process, but wishes to receive Plasmids, then in order for a Recipient Scientist from such Recipient Institution to receive Plasmids, such Recipient Institution will have to approve in writing the Standard Plasmid Transfer Agreement for each order of Plasmids by a Recipient Scientist.

**Recipient Institution Authorization:**

Recipient Institution represents and agrees that:

1. The information provided in this document is current, complete and accurate.
2. The execution of this Plasmid Transfer Application and Agreement shall bind the Recipient Institution to the expedited Material Transfer Process (described above); Recipient Institution further agrees that all orders for Plasmids by Recipient Scientists, except as otherwise agreed in writing by HMS and Recipient Institution, will be subject to the Standard Plasmid Transfer Agreement.
3. The execution and performance of the obligations contemplated herein have been duly authorized by all appropriate necessary officials, and Recipient Institution possesses the legal right and authority to assume the obligations contained herein and to be bound by the terms of this Plasmid Transfer Application and Agreement.

Organization Official's Name (print)		Title
Organization Official's Signature		Date

The Plasmid Transfer Application and Agreement shall both be completed and signed with original ink signatures by an official capable of legally binding the Recipient Institution and together shall be deemed and constitute a binding agreement.