
College of Medicine Research and Ethics Committee (COMREC)
Standard Operating Procedure for MATERIAL TRANSFER AGREEMENT



UNIVERSITY OF MALAWI
COLLEGE OF MEDICINE

COLLEGE OF MEDICINE RESEARCH and ETHICS COMMITTEE (COMREC)

MATERIAL TRANSFER AGREEMENT FORM ON SHIPPING OF SAMPLES

Samples collected from Malawi for research purposes is the property of the Government of Malawi represented by the College of Medicine (CoM), under the authority of COMREC and such samples can be accessed or recalled by the Government of Malawi and CoM at any time without let or hindrance.

Shipment of samples outside the country without proper justified reasons is not allowed.

Investigators are encouraged to develop capacity to do all tests required in the country. In special cases where this may not be possible the investigators must justify in the proposal the reason for importation and exportation of samples.

In review process the following have to be considered:-

- There must be a justification for importation and exportation of samples.
- COMREC shall make sure that there is material transfer agreement between relevant institution in the context of exportation and importation of samples. The material transfer agreement shall include the following:-
 1. The intention of the importation and exportation
 2. The duration of storage
 3. Location of storage
 4. The appropriate informed consent authorizing the exportation and importation
 5. To whom it will be accessible
 6. Who will be the controlling officer of the samples.
 7. Ownership of samples
 8. Capacity Building
- For studies that requires shipping of samples should fill the Material Transfer Agreement (MTA) form at COMREC. In case there are issues of Intellectual Property Rights (IPR) the committee shall advise the concerned parties to have prior agreement of IPR which has to be signed by all stakeholders before COMREC approval.
- Samples collected in Malawi will not be sold.
- Initial authorization to store samples can last up to 5 years, if one wishes to use sample beyond 5 years, one must seek authorization from COMREC. This Authorization will last another 5 years before it is due for renewal.

COMREC MATERIAL TRANSFER AGREEMENT FORM

Protocol Number:

Title of protocol:

(a) Intention and Justification of transfer:

(b) Duration of storage: Indicate date, month or years

(b) Responsible Party:

(c) Location of stored samples:

(d) Transportation of samples:

(e) Ownership of samples:

(e) After all laboratory testing has been completed: Describe what will happen to the samples

(g) Appropriate informed consent authorizing the exportation and importation of samples
(h) To whom will the samples be accessible
(i) Who will be the controlling officers of the samples

- Capacity building plan.
- Please note exportation of samples should be considered as a last resort. Effort to build the local capacity and expertise should be a priority.

Signed by

Name of the PI:

Name of Co – PI

Name of Institution:

Name of Institution:

Signature:

Signature:

Date Signed:

Date Signed:

COMREC APPROVAL

Name of the Chairperson:

Name of IRB Administrator

Signature:

Signature:

Date Signed:

Date Signed:

COMREC STAMP OF APPROVAL: