

Knowledge Innovation Excellence

**LUANAR RESEARCH ETHICS COMMITTEE (LUANAR-REC)**

**GENERAL ADMINISTRATIVE GUIDELINES**

**AND**

**STANDARD OPERATING PROCEDURES**

**LUANAR Research Ethics Committee**

**P.O Box 219**

**Lilongwe, Malawi.**

**February 2025**

**LUANAR RESEARCH ETHICS COMMITTEE (LUANAR-REC)**

## **LUANAR-REC FORM 010: Material Transfer Agreement Form on Shipping of Samples**

Samples collected from LUANAR for research purposes are the property of the Government of Malawi represented by the LUANAR, under the authority of REC. Such samples can be accessed or recalled by the Government of Malawi and LUANAR 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 the capacity for undertaking all the required experiments in the country. In special cases where this may not be possible, the investigators must justify in the proposal the reason for exporting samples.

In the review process, the following have to be considered:

1. There must be a justification for the importation and exportation of samples.
2. REC shall make sure that there is a Material Transfer Agreement between relevant institutions in the context of the exportation and importation of samples. The Material Transfer Agreement shall include the following:
3. The intention of the importation and exportation
4. The duration of storage
5. Location of storage
6. The appropriate informed consent authorizing the exportation and importation
7. To whom it will be accessible
8. Who will be the controlling officer of the samples
9. Ownership of samples
10. Capacity building
11. For studies that require the shipping of samples, the MTA form at LUANAR-REC must be filled out. In case there are issues of Intellectual Property Rights (IPR), the committee shall advise the concerned parties to have a prior Agreement or IPR which has to be signed by all parties before REC approval.
12. Samples collected in Malawi will not be sold or commercialized in any form.
13. Initial authorization to store samples can last up to 5 years, if one wishes to use the samples beyond 5 years, authorization must be sought from LUANAR-REC. This authorization will last another 5 years before it could be due for renewal.
14. Capacity building plan. Please note exportation of samples should be considered a last resort. Efforts to build local capacity and expertise should be a priority.

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| **MATERIAL TRANSFER AGREEMENT FORM** |
| **LUANAR-REC Protocol Number as assigned**: |
| **Title of protocol/proposal** |
| 1. **Intention and justification of transfer** |
|  |
| 1. **Duration of Storage: Indicate the date, month or years** |
|  |
| 1. **Responsible Party** |
|  |
| 1. **Location of stored samples** |
|  |
| 1. **Transportation of samples** |
|  |
| 1. **Ownership of samples** |
|  |
| 1. **After all laboratory testing has been completed: Describe what will happen to the samples** |
|  |
| 1. **Appropriate informed consent authorizing the exportation and importation of samples** |
|  |
| 1. **To whom will the samples be accessible** |
|  |
| 1. **Who will be the controlling officers of the samples?** |
|  |

**Signed by:**

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**Name of the PI Name of Co-PI (if applicable)**

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**Name of Institution Name of Institution**

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**Signature Signature**

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**Date Signed Date Signed**

**LUANAR-REC APPROVAL (For Official Use ONLY)**

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**Name of the Chairperson Name of LUANAR-REC Administrator**

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**Signature Signature**

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**Date Signed Date Signed**

LUANAR-REC Office Use only:

Approval

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

**LUANAR-REC STAMP OF APPROVAL**