

WiCell Deposit Process

- PI contacts WiCell ([Dr. Tenneille Ludwig](#)) to initiate the process of depositing materials.
- WiCell provides PI WiCell-UW Deposit Worksheet, and instructions to complete an [Invention Disclosure Form](#) with WARF. Requested information across forms is similar and need only be entered on the WiCell Deposit Form, and investigators should reference the WiCell Deposit Worksheet on the Invention Disclosure Form instead of duplicating the information.
- PI sends completed WiCell-UW Deposit Worksheet back to WiCell ([Dr. Tenneille Ludwig](#)).
- Dr. Ludwig forwards WiCell Deposit sheet to WARF for review along with the PI completed Invention Disclosure Form.
- WARF reviews Invention Disclosure Form and sends to UW Equity Review Office.
- UW Equity Review Office sends results of equity review to PI via Equity Review Letter.
- PI/Department downloads and completes the [Biomaterial Addendum](#).
- PI and Department initiate WISPER record for deposit. WISPER record should include the Biomaterial Addendum (signed by PI), [Outgoing MTA Checklist](#), and the Equity Review finding letter.
- PI and Department route WISPER to appropriate Dean's Office.
- Dean's Office reviews and, if complete, approves the WISPER record and routes to RSP.
- RSP reviews record and determines if there are any other terms required for the MTA that WiCell will use for third parties. The MTA template is the AUTM template. Other terms may come from existing contractual arrangements that govern the material (sponsored agreements, other MTAs, etc.).
- RSP signs the Biomaterial Addendum, attaches the MTA to the addendum, and sends to WiCell.
- WiCell contacts PI to inform that all documentation has been completed.
- WiCell makes materials available through the following process:
 - Contact investigator to obtain any additional information needed for receipt, culture, or web listing (any recent publications, etc.)
 - Once complete, receive materials from investigator.
 - Generate MTA using UW provided Biomaterial Addendum.
 - Expand if appropriate.
 - Characterize and generate Certificate of Analysis.
 - Generate Website listing
 - Make materials and data available on website for order.
 - Inform investigator that materials are available and provide direct link to materials.