

MTA Email Templates

#	Notification Name (Technical)/ File Name	Email Notification Legend	Email sent from:	Notification sent to:	CC to:	Notification Subject Line	Reminder interval	Applies to Agreement type:	Actual Email Template Text (from CMS Templates)	Content ID (prod)	Content ID (test)
1	mtaBaReviewRequestBody	Email sent to BA for informational purposes - when submitter submits request to PI	ri_mta_help@lists.upenn.edu	Business Administrator [as assigned in request] Tech note: submission BUSINESS_ADMINISTRATOR role	n/a	MTA/NMA (\$documentId\$): Request is ready for your review	None	It does not go to the BA for MTAs unless it contains a clinical trial and goes to all NMAs except CDAs/NDAs (when applicable, it goes out upon submission)	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This MTA/NMA request has been sent to you for your information. To access the Research Inventory System, log on to \$riUrl\$. Once logged on to the system, this request may be found under the menu item "Business administrators/View MTA/NMA requests."	1270145	1270145
2	mtaClinicalTrailReviewRequestBody	Auto generated email sent to notifying that request is available for review (sent when request is submitted) MTA with Clinical Trial specified and Clinical Trial Coordinator	ri_mta_help@lists.upenn.edu	Clinical Trial Coordinator [as assigned in request] Tech note: submission CLINICAL_COORINATOR role	n/a	MTA/NMA (\$documentId\$): Request is ready for your review	None	Only MTA with clinical trial option specified	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This MTA/NMA request has been sent to you for your information. To access the Research Inventory System, log on to \$riUrl\$. Once logged on to the system, this request may be found under the menu item "Clinical coordinator/View MTA/NMA requests."	1270251	1270251
3	mtaCoiReviewRequestBody	Selection Activity of "Forward the request to COI for review" will auto generate this email OR When request has a COI issue at the time it is assigned to negotiator	Whoever triggers the 'Forward the request to COI for review' activity?	COI Committee Tech note: Messages --> CONFLICT_OF_INTEREST = COI@exchange.upenn.edu	n/a	MTA/NMA (\$documentId\$): Request has been forwarded to you for approval	None	n/a	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ \$piFirstName\$ \$piLastName\$ has identified a financial interest in connection with the submission of a request for an agreement in the non-monetary database. ORS will await your advice regarding the status of this financial interest prior to signing the agreement. Please let \$negotiator\$ know, with a copy to the Director, Corporate Contracts, when a final determination has been made regarding this financial interest. To access the Research Inventory system so as to review this request please logon to \$riUrl\$. You will find the request under "Conflict of interest."	14188539	1270254 10316780
6	mtaDepartmentReviewReminderBody (associated with #7 & #8)	Email sent to PI or Dept Chair or Dean to remind that a review is required	ri_mta_help@lists.upenn.edu	Department approver(s): Principal Investigator OR Dept Chair(s) OR Dean(s) [as determined based on PI's Org] Tech note: submission ROUTED_TO	n/a	MTA/NMA (\$documentId\$): Request is ready for your review	Starts 3 days after initial email and repeats every 3 days until action is taken	Break out as above (to recognize different routing for MTAs/CDAS)	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This is a reminder that this MTA/MNA request requires your review so that it may be advanced in the internal approval process, which must be completed before any agreement is finalized. To review and approve this request, please log on to \$riUrl\$. This request may be found at "My authorizations/Pending MTA/NMA approvals." For full details, please see below for the full text of the first request for approval sent to you. Thank you. This MTA/NMA request has been submitted for your review, which is required for this request to be processed. Your response is requested within the next three days. Please review this request and, if it meets with your approval, approve it. Your approval will automatically advance the request to \$nextApprover\$ for processing. If the request needs revision, please return it to the individual who prepared it by clicking the REJECT button; a textbox is provided for any notes that you would like to send back to the submitter. To access the Research Inventory system so as to review this request please logon to \$riUrl\$. You will find the request under "My authorizations/Pending MTA/NMA approvals." You may review the status of this request at any time by logging into the Research Inventory system.	1270162	1270162

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7	mtaDepartmentReviewRequestBody	Email sent to PI for approval of request - when submitter submits request to PI	ri_mta_help@lists.upenn.edu	Principal Investigator [as assigned in request] Tech note: submission ROUTED_TO	n/a	MTA/NMA (\$documentId\$): Request is ready for your review	None	All (including MTAs and CDAs/NDAs for which someone other than the PI has created the request)	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This MTA/NMA request has been submitted for your review, which is required for this request to be processed. Your response is requested within the next three days. Please review this request and, if it meets with your approval, approve it. Your approval will automatically advance the request to \$nextApprover\$ for processing. If the request needs revision, you may revise it by editing the document. You may also return it for revision to the individual who prepared it by clicking the REJECT button; a textbox is provided for comments/notes that you would like the submitter to review. To access the Research Inventory system so as to review this request please logon to \$riUrl\$. You will find the request under "My authorizations/Pending MTA/NMA approvals." You may review the status of this request at any time by logging into the Research Inventory system.	1270165	1270165
8	mtaDepartmentReviewRequestBody [[REPEAT OF THE ABOVE FILE - #7 - SAME NOTIFICATION TEXT]]	1) Email sent to Department Chair(s) for approval of request - when PI approves the request. 2) Email sent to Dean(s) or Dean's Delegate for approval of request - when the Department Chair approves the request.	ri_mta_help@lists.upenn.edu	1) Department Chair 2) Dean OR Dean's Delegate (This two level of approval is determined by the PI's Org) Tech note: submission ROUTED_TO	n/a	MTA/NMA (\$documentId\$): Request is ready for your review	None	All except for MTAs and CDAs/NDAs	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This MTA/NMA request has been submitted for your review, which is required for this request to be processed. Your response is requested within the next three days. Please review this request and, if it meets with your approval, approve it. Your approval will automatically advance the request to \$nextApprover\$ for processing. If the request needs revision, you may revise it by editing the document. You may also return it for revision to the individual who prepared it by clicking the REJECT button; a textbox is provided for comments/notes that you would like the submitter to review. To access the Research Inventory system so as to review this request please logon to \$riUrl\$. You will find the request under "My authorizations/Pending MTA/NMA approvals." You may review the status of this request at any time by logging into the Research Inventory system.	same as #7	same as #7

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9	mtaDepartmentReviewWithdrawnBody	Enter DocID or current approver then choose the new approver and click either <i>Reroute selected submissions</i> button to re-route for approval. OR <i>Return to submitter</i> button to send back to submitter. From the MTA/NMA system administrator --> Reroute submissions queue	ri_mta_help@lists.upenn.edu	Department approver(s) - Original Principal Investigator, Dept Chair OR Dean approver Tech note: submission ROUTED_TO	n/a	MTA/NMA (\$documentId\$): Request no longer needs your review and approval	None	Break out as above (as done for mtaDepartmentReviewRequestBody)	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ You were recently sent a request to review and approve a material transfer or other non-monetary agreement. Because the request has been re-routed to another approver you may disregard this request from your review/approve list. Apologies for any inconvenience.	1270221	1270221
10	mtaEhrsReviewReminderBody (associated with #11)	Auto generated email sent to remind EHRs of Review outstanding	ri_mta_help@lists.upenn.edu	EHRs (joe@ehrs.upenn.edu,jcrumley@ehrs.upenn.edu,kyle@ehrs.upenn.edu,kathryns@upenn.edu,normoyle@ehrs.upenn.edu) Tech note: Messages --> EHRs_OTHER_MATERIAL = (amaks@ehrs.upenn.edu,joe@ehrs.upenn.edu,kyle@ehrs.upenn.edu) EHRs_CHEMICAL = (joe@ehrs.upenn.edu,jcrumley@ehrs.upenn.edu,kyle@ehrs.upenn.edu) EHRs_BIOLOGICAL = (amaks@ehrs.upenn.edu,souder@ehrs.upenn.edu) EHRs_RADIOACTIVE = (kathryns@upenn.edu,normoyle@ehrs.upenn.edu)	EHRs Director AND Contract Negotiator (epeloso@upenn.edu,matt@ehrs.upenn.edu,lpeller@ehrs.upenn.edu,amaks@ehrs.upenn.edu) Tech note: Messages --> EHRs_DIRECTOR = matt@ehrs.upenn.edu,lpeller@ehrs.upenn.edu,amaks@ehrs.upenn.edu CONTRACT_DIRECTOR = epeloso@upenn.edu	MTA/NMA (\$documentId\$): Reminder: Request has been forwarded to you for approval	Starts on 4th day after initial notice is sent if no response taken. repeats every 3 days thereafter until action is completed	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ Your advice to ORS regarding the status of this request for a material transfer agreement is overdue; please expedite review and advise. To access the Research Inventory system in order to review this request please logon to \$riUrl\$. You will find the request under "EHRs."	14188473	1270167 10316785

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11	mtaEhrsReviewRequestBody	Selection Activity of "Forward the request to EHR for review" will auto generate this email OR When request has an EHR issue at the time it is assigned to negotiator	Whoever triggers the 'Forward the request to EHR for review' activity?	EHR team (amaks@ehrs.upenn.edu, joe@ehrs.upenn.edu, kyle@ehrs.upenn.edu) Tech note: Messages --> EHR_OTHER_MATERIAL = (amaks@ehrs.upenn.edu, joe@ehrs.upenn.edu, kyle@ehrs.upenn.edu) EHR_CHEMICAL = (joe@ehrs.upenn.edu, jcrumley@ehrs.upenn.edu, kyle@ehrs.upenn.edu) EHR_BIOLOGICAL = (amaks@ehrs.upenn.edu, souder@ehrs.upenn.edu) EHR_RADIOACTIVE = (kathryns@upenn.edu, nor moyle@ehrs.upenn.edu)	n/a	MTA/NMA (\$documentId\$): Request has been forwarded to you for approval	None	n/a	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ Consistent with EHR's request to review all material transfer agreements this agreement is being sent to you for review. As agreed, EHR will advise ORS that there are no EHR issues or that there is an issue requiring further review within three (3) business days. In the event there is an issue requiring further review, please promptly advise the and the Negotiator listed above when the issue has been resolved. An outstanding EHR issue(s) will not preclude finalization of the material transfer agreement so long as the Principal Investigator is advised that the material transfer agreement may not be activated until the EHR issue has been addressed. To access the Research Inventory system so as to review this request please logon to \$riUrl\$. You will find the request under "EHR."	14188476	1270168 10316786 10549242
12	mtaExportControlReviewRequestBody	Selection Activity of "Forward to Export Control" will auto generate this email (you have the option to add comments)	Whoever triggers the 'Forward the request to Export Control for review' activity?	Export Control (epeloso@upenn.edu, jessib@upenn.edu) Tech note: Messages --> EXPORT_CONTROL = (epeloso@upenn.edu, jessib@upenn.edu)	n/a	MTA/NMA (\$documentId\$): Request has been forwarded to you for approval	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This request is being forwarded to you because an unresolved issue has been identified in export control screening. \$activityComment\$ To access the Research Inventory System in order to review this request please logon to \$riUrl\$. You will find the request under "Export Control/Review MTA/NMA requests." Thank you.	14188556	3543843 10316791
13	mtaNegotiatorResubmissionBody	Email sent to Contract negotiator after the request was "Returned to PI for addition information" then the PI has re-approved the request again	ri_mta_help@lists.upenn.edu	Contract Negotiator [as assigned in request] Tech note: Submission CONTRACT_NEGOTIATOR	n/a	MTA/NMA (\$documentId\$): Request resubmitted for your review	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This request, which had been returned to the PI, has now been re-submitted. Please handle. Thanks.	1270173	1270173
14	mtaReroutedBody	Auto generated email sent when clicking the <i>Return to submitter</i> button to send back to submitter. From the MTA/NMA system administrator --> Reroute submissions queue	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	n/a	MTA/NMA (\$documentId\$): Request returned to you	None	All documents	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This is to inform you that the request was returned to you at your request. Please logon to the Research Inventory application at \$riUrl\$ to review, revise the request or close, i.e., withdraw the request. This request may be found at "My MTA/NMA requests/Manage revisions."	14188540	1270644 10488969

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15	mtaStemCellAdminReviewRequestBody	Selection Activity of "Forward the request to the Stem Cell Committee for review" will auto generate this email OR When request has a Stem Cell issue at the time it is assigned to negotiator	Whoever triggers the 'Forward the request to the Stem Cell Committee for review' activity?	Stem Cell Admin (kerryw@upenn.edu,epeloso@upenn.edu) Tech note: Messages --> STEM_CELL_COMMITTEE_ADMINISTRATOR = kerryw@upenn.edu,epeloso@upenn.edu	n/a	MTA/NMA (\$documentId\$): Request has been forwarded to you for approval	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ Consistent with your request to review all material transfer agreements involving human Embryonic Stem Cells or human induced pluripotent cells this agreement is being routed to you for review. ORS will not finalize this material transfer agreement until you have advised that it is acceptable to proceed. To access the Research Inventory system so as to review this request please logon to \$riUrl\$. You will find the request under "Stem cell committee admin."	14188479	1270174 10316794
16	mtaSubmitterAssignedNegotiatorBody	Email generated when Contract administrator has assigned the request to negotiator	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR ,PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT,PROJECT_LEADER,ALTERNATE_CONTACT -- or submission creator	Contract Negotiator Tech note: submission CONTRACT_NEGOTIATOR	MTA/NMA (\$documentId\$): Request assigned to negotiator	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ I have been assigned to negotiate this agreement for you. I will keep you apprised of developments as they occur. Our intent is to inform you as promptly as possible of any issues as they arise from our review and negotiation of the agreement. Please do not hesitate to contact me if you have any questions. You can also log on to \$riUrl\$ and view any ongoing negotiation/issues or activities online at "My MTA/NMA requests/Request history/Recent." Please do not hesitate to contact me if you have any questions. I look forward to concluding this agreement for you. Sincerely, \$negotiator\$	14188543	1515836 10316797
17	mtaSubmitterClosedBody	Selection Activity of "Close agreement" will auto generate this standard email	Whoever triggers the 'Close agreement' activity?	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR ,PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT,PROJECT_LEADER,ALTERNATE_CONTACT -- or submission creator	Contract Negotiator Tech note: submission CONTRACT_NEGOTIATOR	MTA/NMA (\$documentId\$): Request closed	n/a	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This request has been closed for the following reason: \$closeReason\$ \$activityComment\$ Please note that although this request has been closed it may be re-opened by making a copy of the request (go to My MTA/NMA request/Create/amend request/Copy existing request) in the system and re-submitting it. Please do not hesitate to contact me if you have any questions. Sincerely, \$sentByPersonInfo\$	14188559	3543854 10316800

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18	mtaSubmitterDepartmentApprovedBody	Email generated when approver has approved request: 1) PI approval 2) Department Chair approval 3) Dean approval	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	n/a	MTA/NMA (\$documentId\$): \$approverType\$ approved request	None	n/a	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This is to inform you that the \$approverType\$ has reviewed and approved this request. It has been advanced to the \$submitterAdvancedToText\$ and you will receive a notice when it is advanced to the \$nextApprover\$ for approval.	1270202	1270202
19	mtaSubmitterDepartmentRejectedBody	Email generated when approver has Rejected (not approved) the request: 1) PI rejected 2) Department Chair rejected 3) Dean rejected	Role rejecting the request (Principal Investigator OR Dept Chair OR Dean)	Alt Contact(s) AND Creator/Submitter, AND Principal Investigator OR BA, if not approver [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	n/a	MTA/NMA (\$documentId\$): \$rejectedType\$ rejected request	None	n/a	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ This is to inform you that the \$rejectedType\$ has not approved this request and it requires further action. It has been returned for the following reasons: \$approverComments\$ Please logon to the Research Inventory application at \$riUrl\$ to review, revise the request or close, i.e., withdraw the request. This request may be found at "My MTA/NMA requests/Manage revisions."	1270192	1270192
20	mtaSubmitterFullyExecutedBody	Selection Activity of "Enter agreement fully executed" will auto generate this standard email	Whoever triggers the 'Enter agreement fully executed' activity?	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	Contract Negotiator Tech note: submission CONTRACT_NEGOTIATOR	MTA/NMA (\$documentId\$): Request fully executed	n/a	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This is to inform you that this agreement has been fully executed. A copy is attached for your reference. If you have any questions about the terms of the agreement, please feel free to contact me. Sincerely, \$sentByPersonInfo\$	14188489	1270178 10316809
21	mtaSubmitterHoldOffBody	Selection Activity of "Release hold" will auto generate this standard email	Whoever triggers the 'Release hold' activity?	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	Contract Negotiator Tech note: submission CONTRACT_NEGOTIATOR	MTA/NMA (\$documentId\$): Request, which had been on hold, has now been re-activated	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This request, which had been on hold, has now been re-activated. We will proceed to conclude this agreement. To access the Research Inventory system to check the status of this request please logon to \$riUrl\$. Please do not hesitate to contact me if you have any questions. Sincerely, \$sentByPersonInfo\$	14188494	1270179 10316473

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22	mtaSubmitterHoldOnBody	Selection Activity of "Place agreement on hold" will auto generate this email (you have the option to add comments)	Whoever triggers the 'Place agreement on hold' activity?	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	Contract Negotiator Tech note: submission CONTRACT_NEGOTIATOR	MTA/NMA (\$documentId\$): Request on hold	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This request has been put on hold for the following reasons: \$activityComment\$ Please do not hesitate to contact me if you have any questions. To access the Research Inventory system to check the status of this request please logon to \$riUrl\$. Sincerely, \$sentByPersonInfo\$	14188495	1270182 10316812
23	mtaSubmitterNegotiationsFinalizedBody	Selection Activity of "Enter date negotiation finalized - automated" will auto generate this standard email	Contract Negotiator	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	Contact Negotiator and Contract Administrator (bmarie@upenn.edu , chhunt@upenn.edu , jenineb@upenn.edu) Tech note: submission CONTRACT_NEGOTIATOR and Messages --> CONTRACT_ADMINISTRATOR (chhunt@upenn.edu , jenineb@upenn.edu)	MTA/NMA (\$documentId\$): Negotiation of agreement completed/start signature process	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ The parties have concluded the negotiation of this agreement. The following summary is provided along with the final version of the agreement. This agreement has standard terms with respect to the following subjects: \$standardTerms\$ This agreement has non-standard terms as noted: \$nonStandardTerms\$ \$unresolvedExportControl\$ \$hrsTerms\$ Please call the negotiator if you have any questions about the terms of the agreement. \$signingInstructions\$ \$specialInstructions\$ Please do not hesitate to contact me if you have any questions about the signing process. Sincerely, \$sentByPersonInfo\$	14188558	3543850 10316815
25	mtaSubmitterOrsClosedReminderFirstBody (associated with #29)	System auto generated email reminder sent to PI regarding request has Activity of "Return to PI for additional information"	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	n/a	MTA/NMA (\$documentId\$): Returned submission will be closed in 30 days	Sent 10 days after the document had been returned	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This is a reminder that you must take action on this request, which had been returned to you. Please return to the Research Inventory System at \$riUrl\$ to address the issues identified. This request may be found under "My MTA/NMA requests/Manage revisions." Please be aware that in order to maintain an efficient operation, the Office of Research Services will close a returned request that has been pending for more than 30 days with no prejudice to your ability to re-open the request. You will receive two more reminders before the 30 days is up.	14188498	1270196 10316819

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26	mtaSubmitterOrsClosedReminderSecondBody (associated with #29)	System auto generated email second reminder sent to PI regarding request has Activity of "Return to PI for additional information"	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	n/a	MTA/NMA (\$documentId\$): Returned submission will be closed in one week	Sent 7 days before document is due to be closed	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This is a second reminder that action is needed on this request, which had been returned to you. Please return to the electronic application at \$riUrl\$ to address the issues identified. This request may be found under "My MTA/NMA requests/Manage revisions." Please be aware that in order to help maintain efficient operations, Office of Research Services will close a returned request that has been pending for more than 30 days with no prejudice to your ability to re-open the request. This request is due to be closed in one week. You will receive one more reminder when five days remain. Should you remain interested in concluding this agreement, please address the outstanding issues and return the request to ORS within one week. Thank you.	14188501	1270197 10316824
27	mtaSubmitterOrsClosedReminderThirdBody (associated with #29)	System auto generated email third reminder sent to PI regarding request has Activity of "Return to PI for additional information"	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	Contract Administrator OR Contract Negotiator (Whoever returned it) Tech note: sender (notification creator)	MTA/NMA (\$documentId\$): Returned submission will be closed in five days	Email goes out 5 calendar days before the 40 days (30 + initial 10 day reminder) is over actual closing but the actual closing is 8 days later	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This is a third reminder that action is needed on this request, which had been returned to you. Please return to the Research Inventory System at \$riUrl\$ to address the issues identified. This request may be found under "My MTA/NMA requests/Manage revisions." Please be aware that in order to help maintain efficient operations, the Office of Research Services will close a returned request that has been pending for more than 30 days with no prejudice to your ability to re-open the request. This request is due to be closed in five business days. Should you remain interested in concluding this agreement, please address the outstanding issues and return to ORS within five business days. Should you decide that you wish to pursue this request after it is closed, please make a copy of the original request in the MTA/NMA system and submit it to ORS. Thank you.	14188502	1270219 10316825

MTA Email Templates

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28	mtaSubmitterOrsMoreInfoBody	Selection Activity of "Request additional information from PI" will auto generate this email (you have the option to add comments, but you should enter comments as that is what's communicated with the PI via this email)	Whoever triggers the 'Request additional information from PI' activity?	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR ,PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT,PROJE CT_LEADER,ALTERNATE_CO NTACT -- or submission creator	Contract Administrator OR Contract Negotiator (Whoever returned it) Tech note: sender (notification creator)	MTA/NMA (\$documentId\$): Additional information needed	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ \$activityComment\$ Thank you. \$sentByPersonInfo\$	14188529	1270226 10316827
29	mtaSubmitterOrsReturnedBody	Selection Activity of "Return to PI for additional information" will auto generate this email (you have the option to add comments)	Whoever triggers the 'Return to PI for additional information' activity?	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR ,PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT,PROJE CT_LEADER,ALTERNATE_CO NTACT -- or submission creator	Contract Administrator OR Contract Negotiator (Whoever returned it) Tech note: sender (notification creator)	MTA/NMA (\$documentId\$): Administrator/Negotiator returned the request for additional information	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This request is being returned to you for the following reason(s): \$activityComment\$ Please return to the Research Inventory System at \$riUrl\$ to address the issues identified. This request may be found under "My MTA/NMA Requests/Manage revisions." The Office of Research Services is committed to concluding this agreement for you and will address it immediately after the issues that have been identified are addressed. Please do not hesitate to contact me if you would like to discuss this. Thank you. \$sentByPersonInfo\$	14188517	1270224 10316832
30	mtaSubmitterReassignedNegotiatorBody	Email generated when Contract administrator has re-assigned the request to negotiator	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR ,PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT,PROJE CT_LEADER,ALTERNATE_CO NTACT -- or submission creator	Contract Negotiator Tech note: Submission CONTRACT_NEGOTIATOR	MTA/NMA (\$documentId\$): Request assigned to negotiator	None	n/a	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ This request has been reassigned to me to negotiate the agreement. Please do not hesitate to contact me if you have any questions. Sincerely, \$negotiator\$	14188546	3543205 10316834

MTA Email Templates

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31	mtaUndoForwardRequestBody	Email notice sent to Department Chair and Dean or Dean's Delegate when undo is requested Selection Activities of either: "Undo forwarding to COI" OR "Undo forwarding to EHRS" OR "Undo forwarding to Export Control" OR "Undo forwarding to the Stem Cell Committee"	noReply@isc.upenn.edu	Department Approvers - Department Chair AND Dean OR Dean's Delegate (This is two levels of approval) [as determined based on PI's Org] Tech note: If reviewer undo role = EHRS (EHRS_OTHER_MATERIAL or EHRS_CHEMICA or, EHRS_BIOLOGICAL or EHRS_RADIOACTIVE - FAST msg) if not undo user role FAST msg.	n/a	MTA/NMA (\$documentId\$): Request has been withdrawn for review	None	n/a	Document ID: \$documentId\$ Department: \$department\$ Principal Investigator: \$piFirstName\$ \$piLastName\$ Outside Party: \$outsideParty\$ Negotiator: \$negotiator\$ You were recently sent a request to review this material transfer or other non-monetary agreement. You may disregard the request for review that was recently forwarded to you regarding this request. We apologize for any inconvenience this may have caused. Thank you. \$sentByPersonInfo\$	14188548	3543272 10316837
32	recertifiedCellLinesFyiBody	Auto generated email sent to confirming cell line has been recertified	ri_mta_help@lists.upenn.edu	Principal Investigator (if the submitter is not the PI) AND the Stem Cell Administrator (kerryw@upenn.edu,epelos@upenn.edu) Tech note: Submission submitter (if not PI) AND Messages --> STEM_CELL_COMMITTEE_ADMINISTRATOR (kerryw@upenn.edu,epelos@upenn.edu)	n/a	\$documentType\$ (\$documentId\$): Cell line recertification completed	None	MTA and historical cell line registry	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Document Type: \$documentType\$ Cell Line: \$cellLine\$ Cell line has been recertified for another year.	1270231	1270231
33	recertifyCellLinesReminderBody	Auto generated email reminder sent to regarding recertifying cell line	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR ,PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT,PROJECT_LEADER,ALTERNATE_CONTACT -- or submission creator	n/a	\$documentType\$ (\$documentId\$): Cell lines require recertification	Sent one week before the cell line expires.	MTA and historical cell line registry	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Document Type: \$documentType\$ This is a reminder that you need to recertify the cell lines contained in this \$documentType\$. Please log on to \$riUrl\$ and recertify the your lines. In the left column, please choose "All my stem cell lines/Recertify cell lines." - Search/filter for document \$documentId\$ - Click the associated eyeglass button - Click the "Certify" link to respond	14188536	1270248 10316842

MTA Email Templates

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34	recertifyCellLinesRequestBody	Auto generated email sent to regarding recertifying cell line	ri_mta_help@lists.upenn.edu	Principal Investigator, BA, Alt Contact(s) and Creator/Submitter [as assigned in request] Tech note: Submission people BUSINESS_ADMINISTRATOR, PRINCIPAL_INVESTIGATOR, PRIMARY_CONTACT, PROJECT_LEADER, ALTERNATE_CONTACT -- or submission creator	n/a	\$documentType\$ (\$documentId\$): Cell lines require recertification	Sent once one month before the cell line expires.	MTA and historical cell line registry	Document ID: \$documentId\$ Department: \$department\$ PI: \$piFirstName\$ \$piLastName\$ Document Type: \$documentType\$ You need to recertify the cell lines contained in this \$documentType\$. Please log on to \$riUrl\$ and recertify the your lines. In the left column, please choose "All my stem cell lines/Recertify cell lines." - Search/filter for document \$documentId\$ - Click the associated eyeglass button - Click the "Certify" link to respond	14188532	1270232 10316840