# Material Transfer Agreement (MTA)



Revised 9.20.18

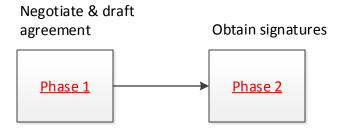
#### **Important Notes**

A Material Transfer Agreement (MTA) is a written contract between two or more organizations that covers the transfer of tangible research materials. It defines the terms and conditions under which one entity – the provider – is making the material available to the other – the recipient – for the recipient's research purposes. The purpose of the MTA is to identify and protect any intellectual and other property rights of the provider, while permitting use of the material for a limited and specified research purpose by the recipient. These agreements generally identify the specifics of the material to be transferred, describe the terms and purpose of the exchange, publication rights, liability issues, confidentiality and any intellectual property rights to the material itself as well as any derivatives.

Inbound MTAs are reviewed and processed for MCW institutional signature by the Grants & Contracts Office (GCO). Investigators and research staff should not sign and return MTAs to material providers themselves.

For questions, email aor@mcw.edu

## **Index of Process Maps**



### Glossary

**GCO** – Grants & Contracts Office

MTA - Material Transfer Agreement

**PI** – Principal Investigator



#### Phase 1 Material Transfer Agreement (MTA) process Revised 9.20.18 Need to transfer material to MCW Contact GCO to Ы Start Negotiate MTA initiate process from another institution Work with PI & Receive notification former institution to Wait for draft that MTA is needed negotiate MTA Grants & Contracts Office <u>To</u> MTA ready for Changes Phase 2 Receive draft needed? signatures Yes Request change(s) Email draft MTA to Former Institution GCO Receive request for Negotiate MTA Prepare draft MTA change(s)

#### Phase 2 Material Transfer Agreement (MTA) process Revised 9.20.18 Receive final MTA End Ы Receive MTA Sign MTA Send MTA to GCO In general, the institution preparing the MTA will establish Contracts Office Send MTA to PI for Wait Receive signed MTA the order of signatures, but the PI signature always signs before MCW **From** Obtain institutional Distribute fully ∞ Phase 1 Request signatures Wait Receive signed MTA signature executed MTA Grants

Receive request for

signature

Sign MTA

Send to GCO

Receive final MTA

End

Former Institution