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

Negotiate & draft agreement

Obtain signatures

Phase 1

Phase 2

Glossary

GCO – Grants & Contracts Office
MTA – Material Transfer Agreement
PI – Principal Investigator
Material Transfer Agreement (MTA) process

**Phase 1**

**Start**

- Need to transfer material to MCW from another institution
  - Contact GCO to initiate process
  - Negotiate MTA
    - Work with PI & former institution to negotiate MTA
      - Wait for draft
        - Receive draft
          - Changes needed?
            - Yes: Request change(s)
            - No: MTA ready for signatures
              - MTA ready for signatures
                - To Phase 2

**Grants & Contracts Office**

- Receive notification that MTA is needed
- Negotiate MTA
- Receive draft
- Changes needed?
  - Yes: Request change(s)
  - No: MTA ready for signatures
- MTA ready for signatures
- To Phase 2

**Former Institution**

- Email draft MTA to GCO
- Negotiate MTA
- Prepare draft MTA
- Receive request for change(s)

**PI**

- Need to transfer material to MCW from another institution
- Contact GCO to initiate process
- Negotiate MTA
- Work with PI & former institution to negotiate MTA
- Wait for draft
- Receive draft
- Changes needed?
  - Yes: Request change(s)
  - No: MTA ready for signatures
- MTA ready for signatures
- To Phase 2

**Back to Guide**
Material Transfer Agreement (MTA) process

In general, the institution preparing the MTA will establish the order of signatures, but the PI always signs before MCW.

From Phase 1:
- Request signatures
- Wait

Receive request for signature
- Sign MTA
- Send to GCO

Receive final MTA
End