HOW TO REQUEST AN MTA (MATERIAL TRANSFER AGREEMENT)

A Material Transfer Agreement (MTA) is executed when proprietary materials are transferred in or out of Northwestern. An MTA documents the terms and conditions in which the material can be transferred. This job aid walks through how to fill out the MTA-specific question in order to complete a request for a MTA. For information about initiating and submitting a Non-Funded Negotiation in InfoEd see How To Initiate a Non-Funded Negotiation.

From the Submission Mechanism dropdown, select the MTA as the non-funded negotiation agreement type.

First complete the Demographic information. Required fields are indicated with a red asterisk.

For Request Creator, click the pen icon to access the Personnel menu.

Click on the letters to search personnel by last name then click Select.

Fill out the Contact Information for Other Party fields.

Learn more: osr.northwestern.edu/jobaids
There are three options for party involvement regarding the transfer: **Inbound** (material coming to Northwestern), **Outbound** (sending material out of Northwestern), and **Two-way** (material exchanged both ways).

**Note**: Two-way transfer includes questions for both incoming and outgoing.

Search for the proposal by SP#.

**INBOUND TRANSFERS**

If the material is of human origin, additional IRB information is required. First, select the nature of the material.

Select the IRB status. If the IRB status is **Approved**, **Exempt**, or **Determined no human subject** research, an option to upload IRB appears.

To provide the IRB, click the yellow arrow icon to open a dialogue box. Then, select the document from your computer.

If the IRB Status is **In Process**, you will be asked to provide the IRB Number.
Describe the material modifications.

If the material is provided by a for-profit company, then you will also have to indicate who will write the protocol.

Unless departmental funds are the ONLY funding source for the material, you will need to describe the funding sources.

If the answer to the proprietary materials questions is yes, you will be prompted to describe the material and provide the INVO manager and (if applicable) the inventor of the material.

Click on the pen icon to access the Personnel menu.

Click on the letters to search personnel by last name then click Select.

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OUTBOUND TRANSFERS

**Specify Material being transferred (e.g. strain name, type of tissue, etc.):**

**Brief description of the research. Specify what the recipient is doing with the Material Northwestern is sending:**

**Is the Material of human origin?**
- Yes
- No

**Please provide the IRB under which the materials were collected:**

**Describe the nature of the Material:**
- Completely de-identified (e.g. includes NO personal identifiers)
- Includes or is associated with specific patient identifiers

**IRB status for the transfer of the materials:**
- Approved
- Exempt
- In Process
- Determined no human subject research

**Upload IRB:**

**Provide IRB Number:**

**Is there a collaborator/organization outside of Northwestern that contributed to the generation of the Material?**
- Yes
- No

**Collaborator Institute or Company Name:**

**Collaborator Name:**

**Collaborator Email:**

**Describe the nature of the collaboration/contribution:**

**Was the Material created using other material you received under an MTA from another university or company?**
- Yes
- No

**Please identify the other material and its source:**

**Upload the other MTA document:**

**Is this Material related to any Invention Disclosure that you submitted or plan to submit to INVO?**
- Yes
- No

**Name of Invention Manager:**

Provide inventor if not the PI on the MTA.
Fees for preparing the materials relates to the cost of preparing the material to be sent. Fees for shipping/handling are the shipping charges themselves.

Click on the yellow arrow to upload a draft MTA.

For Inbound MTAs: Review CANNOT begin until the draft MTA has been received. If the outside party wants to use the Northwestern template, indicate so in the Additional info for OSR box.

To provide any additional information, click the yellow plus icon to open a dialogue box and select which document(s) to upload. Label each upload descriptively.

Once the MTA is complete, check the Complete checkbox and click Save at the top of the screen.

Note: If you need to make edits, you can un-check the Completed check box on any page.