

MTA Instructions

Material Transfer Agreement

Material Transfer Agreements (MTAs) are used to transfer materials (generally biological) from one institution to another. An MTA is a contract between the owner of a material and the intended recipient governing the transfer and subsequent use of the material. Exemplary materials include bacteria, cultures, nucleotides, proteins, plasmids, cell lines, transgenic animals, and pharmaceuticals. Since an MTA is a contract that governs the transfer of materials, it also covers issues such as ownership of the transferred materials and modifications and derivatives made by the recipient, limitations on use of the materials, confidentiality of information related to the materials, and rights to inventions and research results.

MTAs may be used to transfer materials between non-profit institutions, from non-profit to for-profit institutions, organizations and corporations, and from for-profit institutions, organizations and corporations to non-profit institutions. The following procedures should be used for outgoing and incoming MTAs.

Outgoing MTA

For the transfer of non-human subjects-derived materials to academic collaborators at universities and other not-for-profit entities, OTT has developed a template academic outgoing MTA based on the Uniform Biological Materials Transfer Agreement (UBMTA) (see "Outgoing UBMTA MTA" on the OTT website at <http://www.ott.emory.edu/forms/index.html>). **Faculty members should provide their name under Provider Scientist (on page 3)** and forward a copy of the Outgoing UBMTA MTA to the collaborating scientist who wishes to receive the Emory research materials. Instructions for completion, signature and return of the agreement are included in the downloadable PDF file. For the transfer of any materials to for-profit entities or for any transfers involving human subjects-derived materials, please contact the Contract Specialist at OTT via the contact information below.

Incoming MTA

OTT manages all incoming MTAs that pertain to materials to be used in pre-clinical research. OSP manages incoming MTAs that involve the transfer of drugs, medical devices or other materials to be used in or with human subjects (such MTAs should be sent to OSP for review at osp@emory.edu).

All OTT-managed incoming MTAs should be forwarded to OTT for approval, along with a completed Incoming MTA Questionnaire (see "Incoming MTA Questionnaire" on the OTT website at <http://www.ott.emory.edu/forms/index.html>). Faculty members should forward these documents via email to OTT-MTA@emory.edu. Only those individuals authorized to sign on behalf of Emory University may sign agreements that legally bind the University. Anyone else who does so, whether inadvertently or not, is subjecting themselves to substantial personal legal liability. Since most, if not all, incoming MTAs contain terms obligating Emory University, as a matter of policy, all incoming MTAs must be forwarded to OTT for review and approval.

If you have any questions concerning MTA's,
Please call OTT at (404) 727-2211 or e-mail us at OTT-MTA@emory.edu
