

## Materials Transfer Agreements (MTAs) Protocol

Materials Transfer Agreements (MTAs) must be used whenever the University provides or receives materials from an outside source. The Tech Transfer Office (TTO) manages and negotiates MTAs between the University, other research institutions and commercial organizations to ensure that the research interests of the University and its researchers are protected. Key personnel from Tech Transfer are the only authorized signatories who can execute MTAs on behalf of the University. An MTA is a legal contract that governs the transfer of materials to and from the University for research purposes. Materials may include cultures, cell lines, proteins, bacteria, transgenic animals, nucleotides, pharmaceuticals, and other chemicals.

It is important that the TTO review all MTAs to ensure that the University does not agree to terms that may be in conflict with the requirements of sponsored research grants, fellowships, etc. Some of the important issues to be negotiated are intellectual property rights, indemnity clauses, and publication rights. An MTA is important when you are supplying materials to an outside researcher because the MTA protects you and the University by restricting use of the materials to academic research. It can also prevent commercial exploitation of your material, control release of the materials to a third party, and ensure you are appropriately acknowledged in publications.

TTO office can be reached at (413) 545-3606 or [tto@umass.edu](mailto:tto@umass.edu). Please contact the TTO at (413) 545-3606 or email at [tto@umass.edu](mailto:tto@umass.edu) when you need an MTA. Our current case manager is Burnley Jaklevic (413) 577-0651 or [bjaklevic@research.umass.edu](mailto:bjaklevic@research.umass.edu)

### Methods:

1. Download an MTA Request form from the TTO website.

[https://www.umass.edu/tto/sites/default/files/MTA\\_Req\\_form\\_TTO\\_2017.doc](https://www.umass.edu/tto/sites/default/files/MTA_Req_form_TTO_2017.doc)



UNIVERSITY of MASSACHUSETTS

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Technology Transfer Office

LAUNCHING IDEAS

Materials Transfer Agreement (MTA) Request

An MTA is needed whenever the University will be transferring tangible materials to or from an outside source. Please provide as much information as you can. Return to maryanne@research.umass.edu or tto@umass.edu

Indicate one: MTA in (receiving) \_\_\_ MTA out (providing) \_\_\_ Date submitted: \_\_\_
Deadline if applicable: \_\_\_

Name of UMass Requesting Party/Principal Investigator: \_\_\_ Dept.: \_\_\_
Building: \_\_\_ Phone: \_\_\_ Email: \_\_\_

Name of Outside Party/Institution: \_\_\_
Name of Primary Outside Contact: \_\_\_ Email: \_\_\_
Postal Address: \_\_\_

If the outside party has provided an MTA form please provide a hard copy (campus mail) or email it to: maryanne@research.umass.edu or tto@research.umass.edu

Description of material being provided or received (attach additional sheets if necessary): \_\_\_

Quantity: \_\_\_ Is the Provider the sole source of this material? YES \_\_\_ NO \_\_\_

Materials will be used for this research purpose (specific experiment or process directly involving the requested material): \_\_\_

This transfer represents: Exchange of materials only \_\_\_ Formal Research collaboration \_\_\_

If UMass is providing materials, are they covered in an invention disclosure? Yes \_\_\_ (#UMA \_\_\_) No \_\_\_

Source of funding for this Research: \_\_\_

Is this material subject to Export Control regulations? YES\* \_\_\_ NO \_\_\_

\*If YES the MTA will require special review. Please elaborate: \_\_\_

Will the material be used strictly for academic and publishing purposes? YES \_\_\_ NO \_\_\_

Provide a short explanation of research/publication goal (such as "fundamental research" or a targeted goal):

\_\_\_\_\_

Please provide a short statement that addresses whether or not work using the requested material may result in Intellectual Property which is patentable, commercializable, or copyrightable.

\_\_\_\_\_

2. Fill out as much information as you can, and email to TTO ([tto@umass.edu](mailto:tto@umass.edu)) or [bjaklevic@research.umass.edu](mailto:bjaklevic@research.umass.edu)

3. Send TTO any agreements which a provider party has sent to you. They'll review and advise on how to proceed.

4. TTO will communicate with the other party to work out any agreement terms that may be contrary to UMass researchers' interests.

5. TTO will let you know when your signature is required to fully execute the MTA.

6. In most cases TTO takes care of emailing, postal mailing or UPS delivery of documents if required.

7. You may be required to take an OWL training course when you are receiving biological substances and will be notified if this is the case. <https://ehs.umass.edu/owl-training>:

- Shipping Exempt Biological Substances Category B

7. Payments: If payment is required, please make arrangements through your department for paying an invoice, or shipping and handling.