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

Methods:
1. Download an MTA Request form from the TTO website.
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 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) or 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](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.