# University of Rochester

# Material Transfer Agreement Checklist

(Sending Materials)

A Material Transfer Agreement (MTA) is a legally binding contract that governs the transfer of material between organizations. MTAs often limit who may use the material, the scope of work in which the material may be used and if the material may be further transferred to third parties. MTAs typically specify rights and obligations regarding intellectual property, ownership, publication, confidentiality and research results. MTAs with academic institutions / non-profits are generally quick to negotiate and execute. However, MTAs with industry often take longer to negotiate due to restrictions or limitations on publishing, research results and/or intellectual property rights. Each MTA must be negotiated so that the University of Rochester’s interests and mission are not compromised (e.g. scientist’s right to publish, University of Rochester’s intellectual property rights, advancing science/research).

**Date:**

**Name and title of University of Rochester Scientist(s):**

**Laboratory or Office Address:**

**E-Mail:** **Phone Number:** **UR BOX #**

**Primary Department:**

**Point of Contact for Correspondence:**

**Point of Contact E-Mail:**

1. Requesting / Recipient Scientist information
	1. Name:
	2. Title:
	3. Organization:
	4. Address:
	5. E-mail address:
2. MTA / Contract point of contact for Requesting / Recipient Scientist
	1. Name:
	2. Title:
	3. E-mail address:
3. Description of the material(s) to be sent (Please provide appropriate detail and exactly how the material should be described in the MTA):
4. Is the material related to developing intellectual property, an invention disclosure or patent application? yes [ ]  no [ ]
	1. If yes, have you contacted UR Ventures? yes [ ]  no [ ]
	2. If yes, please summarize the intellectual property as it relates to this MTA:

1. Was the material developed, made, isolated or purified at University of Rochester by the Scientist? yes [ ]  no [ ]
	1. If no, where did the material originate from?

* 1. If no, was there a previous MTA to cover the transfer of material to University of Rochester? yes [ ]  no [ ]
		1. If yes, what is the previous University of Rochester MTA #?
1. Is the material export controlled [e.g. EAR / ITAR], regulated by law, restricted from transport, dangerous and/or hazardous?

yes [ ]  no [ ]  do not know [ ]

* 1. If yes, please provide further information

1. If clinical material, is the material de-identified [all 18 HIPAA identifiers removed]?

yes [ ]  no [ ]

* 1. If yes, please fill out and submit [HIPAA Form 25.5.1](http://intranet.urmc-sh.rochester.edu/apps/HIPAA/apps/disclosure/DeIdentificationEditForm.asp) and send a PDF copy to Material Transfer Agreement Administrator by e-mail
	2. If no, please explain the research, purpose and related circumstances

1. Is this material related to a collaborative study involving multiple institutions? yes [ ]  no [ ]
	1. If yes, we should consider referencing the study and collaborators in the MTA or implement a master MTA with the multiple institutions
2. Please identify the funding source for the research generating this material [if applicable]

* 1. U.S. Government [ ]  Non-Profit [ ]  Industry [ ]
1. Please indicate the type of organization receiving the material:

Academic [ ]  Non-Profit [ ]  Industry [ ]

1. Please indicate if the MTA should have an automatic termination date [e.g. after 1 year, 2 years, 3 years, etc.] [Note: while an automatic termination date is not required, it is preferred]

1. Should the Requesting / Recipient Scientist be restricted to only use the material for a specific research project / purpose? yes [ ]  no [ ]
	1. If yes, please provide the specific research project / purpose exactly how it should be specified in the MTA

1. Will the Requesting / Recipient Scientist pay for shipping? yes [ ]  no [ ]
2. Will there be any additional fees associated with the material transfer [e.g. cost reimbursement]

yes [ ]  no [ ]

* 1. If yes, please specify exact $ amount [e.g. $ per plasmid, $ per cell line]

1. Do you have any applicable / relevant financial relationship or financial interest of any kind with or in the proposed recipient(s) of the material(s)?

yes [ ]  no [ ]

* 1. If yes, please provide further information

1. Please indicate any other relevant information / circumstances involving the transfer of this material that may be helpful when drafting the MTA:
* Please submit the completed Checklist by e-mail to either Josef Mejido [josef.mejido@rochester.edu] or Joynita Sur [joynita.sur@rochester.edu] dependent on the department within University of Rochester this MTA pertains to [see [link](https://www.rochester.edu/orpa/_assets/pdf/orpa_MTADeptList.pdf)]
* Note that the appropriate University of Rochester address for all Material Transfer Agreements is:

University of Rochester

Office of Research & Project Administration

518 Hylan Building, Box 270140

Rochester, NY 14627