UNIVERSITY of ROCHESTER

IORA Job Aide to enter a

Material Transfer Agreement (MTA)

AGREEMENT UPLOAD & GENERAL INFORMATION

University of Rochester

PI:

Agreement Creator/Primary Contact:

Agreement Type (CDA/DUA/MTA/OUA):

Responsible department/division*:

**This defaults to the PI's primary department can be updated if necessary*

Agreement Collaborators (any UR staff given read/edit permissions**):**

Contracting Party (External entity)

Organization/Entity:

Organization's Contact (ORPA Equivalent) Name and Email:

Scientist Name:

Scientist Email:

Agreement Draft: First draft to be generated internally?: Yes ◯ No ◯ *If no, attach agreement draft.

Project/Study Title (ex. PI last name-MTA-contracting party-date OR material name**):**

Are all contracting parties for this agreement based in the United States?: Yes ◯ No ◯

→ If no, list countries:

DIRECTION OF TRANSFER: Incoming ◯ Outgoing ◯ Both ◯

MATERIAL INFORMATION (Required information is determined by direction of transfer)

Are you exporting Material outside the United States?: Yes ◯ No ◯

For institutionally developed technology, are there transfer costs that should be reimbursed to your lab?
Yes ◯ No ◯

Conflict of Interest: Do you have a financial relationship with the Data Recipient (for example, consulting income or stock) and/or have you received, or will you receive, a financial gift from the Data Recipient?: Yes ◯ No ◯

→ If yes, please provide details:

MATERIAL DESCRIPTION

Identify the material [Provide exactly how the material should be specified in the MTA**]:**

List the quantity of the material to be transferred (specify units):

What is the origin of the material? Human ◯ Plasmid ◯ Animal ◯ Plant ◯ Other:

Are you sending/receiving live animals?
Yes ◯ No ◯

Does the material require:
(*Responding "yes" to any of the below will result in additional review by biosafety)

a. **An import permit? (see** Shipping Procedure**)**
Yes ◯ No ◯

b. **An export license if sending out of the U.S.? (Submit export compliance questions to export@rochester.edu) (Please consult this** link **to see if the material is covered by ECCN 1C351, 1C353, or 1C354)?**
Yes ◯ No ◯

c. **Institutional Biosafety Committee Approval (BSL2, nucleic acids from BSL3 or BSL4 agents)? (See** here**)**
Yes ◯ No ◯

d. **Due diligence / restricted quantities (I.e., permissible** amounts **of Select Toxins)**
Yes ◯ No ◯

HUMAN MATERIAL DESCRIPTION (REQUIRED ONLY FOR HUMAN SUBJECT MATERIALS)

IRB protocol number (or exemption number):

Is the Material de-identified [all HIPAA identifiers removed]?
Yes ◯ No ◯

MATERIAL SOURCE AND DEVELOPMENT

Did the material originate at the University of Rochester?

Yes ○ No ○ Both, UR material incorporated with material received from a third party ○

Describe your institution's original material, its relationship to the third-party material, and how the materials have been combined:

Was development of this material funded by a sponsored research agreement or other extramural funding?

Yes ○ No ○

MATERIAL USE

Provide a concise scientific description of the researcher's use of this material:

MTA ADDITIONAL INFORMATION

Add any comments that will be helpful to the ORPA staff: