GETTING STARTED: HOW TO REQUEST A MTA (MATERIAL TRANSFER AGREEMENT)

WHAT IS IT?

A Material Transfer Agreement (MTA) is executed when proprietary materials are transferred in or out of Northwestern. An MTA documents the material being transferred and terms and conditions with respect to issues such as ownership, permitted uses of the material, publication of results, development of inventions, and liability. This job aid explains how to complete a request for an MTA in InfoEd.

1. Login to InfoEd
   - Go to infoed.northwestern.edu
   - Login with your NetID and password

2. Create a Proposal
   - Within the InfoEd portal, create a proposal record by clicking Sponsored Projects and then clicking Proposal from the Create New menu
     (Note: If you do not see the option to create a proposal, you may need to submit a security form)

3. Complete the New Proposal Questionnaire
   - Step 0: Set the PI on the record as the faculty member initiating the request
   - Step 1: Choose create a New Proposal. Click Continue
   - Step 1: Continued: Select Setup Proposal Manually. Click Continue
   - Step 2: Select Proposal type as Non-Funded Negotiations. Click Continue
   - Step 3: Set the sponsor as the organization with which Northwestern will negotiate the agreement. Click Continue
     (Note: If the organization does not appear in the drop-down list, set the sponsor to ZZZ and submit a request to add the organization via the OSR website https://osr.northwestern.edu/content/sponsorsubform)
   - Answer the remaining questions (e.g. title, date, and number of periods) and click Create Proposal to create the record
     (For Project Title: Enter project title or short description
     For Project Start/End Dates: Enter the anticipated period of time that the CDA will be needed/in effect
     For Number of Budget Periods: Enter "1" period for all Non-funded negotiations)

Learn more:

osr.northwestern.edu/agreements/mta
4. Complete the Setup Questions

- On the Setup Questions, select the MTA option for the type of agreement from the drop-down. *(Note: A warning about changing the template may appear, click OK)*
- Click Save and then the Complete check box in the upper right corner

5. Complete the MTA specific questions

- Click on the tab with the name of the agreement type in the left hand navigation column

- If the agreement is related to a sponsored project, link the agreement to the existing project by choosing the project number

- To add yourself as the creator of the request, click on the icon to bring up a searchable directory. Search for yourself and choose the Select button

- If you select Yes for the Addgene plasmid question, then you will be asked to provide the Addgene order ID

Learn more: osr.northwestern.edu/agreements/mta
If you select No for the Addgene plasmid question, then prompts will appear in order to:
1) Complete Contact Information for Other Party
2) Choose the direction of the transfer (Inbound, Outbound, or Two-way Transfer)

There are three options for party involvement regarding the transfer for materials:
1) Inbound (Material coming into Northwestern)
2) Outbound (Sending Material out of Northwestern)
3) Two-way Transfer (Material exchanged both ways)

(Note: “Two-way Transfer” includes questions for both inbound and outbound)

The remainder of this job aid walks through all these questions. (Note: If you only need a uni-directional CDA (i.e., incoming or outgoing), you will only have to answer the questions specific to that request)

Inbound Transfers

If Yes, the material is of human origin, then you will need to describe the nature of the material. If the material is associated with patient identifiers, then you will be prompted to provide IRB info.

Within the request for additional information there are four Inbound IRB Status options that appear:
1) Approved
2) Exempt
3) In Process
4) Determined not human subjects research

Depending on the IRB status you must either upload the IRB approval letter (for Approved, Exempt, and Determined not human subjects research protocols) OR provide the IRB number (for protocols with reviews in process)

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- Upon selecting **Yes** regarding whether the material will be modified in any manner, a prompt to describe the modifications will appear.

- If the material is being provided by a for-profit company, indicate whether Northwestern or the company initiated the transfer.

- If the material is provided by a for-profit company, then you will also have to indicate who (Northwestern or company) will write the protocol.

**Funding Sources**
*Funding for research:* For all requests, you will have to specify funding sources for the research using the data. If you select any funding source(s) except (or in addition to) Departmental Funds, then you will also be asked to describe the funding sources.

**Proprietary Material**
If the answer to this question is **Yes**, you will be prompted to describe the material and provide the INVO manager and (if applicable) the inventor of the material. *(Note: Use the icons to bring up a searchable directory from which to select names)*

Learn more:
[osr.northwestern.edu/agreements/mta](osr.northwestern.edu/agreements/mta)
Upon selecting Yes to whether there is intention to share incoming material with any other person or entity outside of Northwestern, a prompt to describe with whom the material will be shared and how will appear.

**Outbound Transfers**

If Yes, the material is of human origin, then you will need to provide the IRB # and describe the nature of the material.

Learn more:
[osr.northwestern.edu/agreements/mta](http://osr.northwestern.edu/agreements/mta)
Within the request for additional information there are four Outbound IRB Status options that appear:
1) Approved
2) Exempt
3) In Process
4) Determined not human subjects research

Depending on the IRB status you must either upload the IRB approval letter (for Approved, Exempt, and Determined not human subjects research protocols) OR provide the IRB number (for protocols with reviews in process).

Upon selecting Yes to the question regarding whether you will collaborate with an Institute or Company, a prompt to describe the collaboration and contact information will appear.

(Note: Initial questions about collaborators, using materials created under MTA, funding, and publication bring up a number of conditional fields/questions, so not every request will require this entire list of questions)

Upon selecting Yes to the question regarding whether you will use other material received in an MTA from another university or company, a prompt to identify this material and source will appear.

Learn more:
osr.northwestern.edu/agreements/mta
• Costs/Fees
Fees for preparing the Material relates to the cost of preparing the material to be sent (e.g., packing materials or costs of maintaining cell line). Fees for shipping/handling are the shipping charges themselves.

• The Other Information and Uploads section appears for Addgene requests as well as request for Inbound, Outbound, and Two-Way Requests.

Additional Documents:
Correspondence with the outside organization is useful for the contracting team to have. If you have emails with an organizational contact, include them here:

To upload additional information document(s):
1) Click the plus sign to add a document upload line
2) Provide a descriptive label of the document (e.g., Emails with business contact)
3) Click the upload icon to bring up a dialogue box so you can select and upload a document

6. Save
• Click Save at any time to save your work and return to it later.

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