MTA creation or review by

Stuart Martens, IRM Director

Contact CU’s **Intellectual Resource Management (IRM)** Tech Transfer Office concerning any potential intellectual property

Fully executed MTA sent to Provider & Receiver with a copy to: IRM, if Intellectual Property IRB, if Human Subject Material or other regulatory dept as necessary

**Material is now approved for transfer**

Comply with any shipping regulations set forth by U.S Post, FAA, or ATA

Stuart Martens, IRM Director to send for signatures

Send to Stuart Martens, IRM Director to obtain signatures

Send documents to Stuart Martens, IRM Director

**Creighton Provider**

Should complete an **MTA Request Form** available through CU’s IRM office

YES

Is the MTA acceptable?

NO

Return for review by Stuart Martens, IRM Director

**Clarification, Input, & Revisions** This may require the assistance of the Provider, Receiver, Office of Research & Compliance, IRM, IRB, or other regulatory authority

**Creighton Receiver**

1) Request an MTA from the Provider 2) Complete an **MTA Request Form** (Available via CU’s Intellectual Resource Management - IRM Tech Transfer Office)

\*Process for **Material being transferred for research only**. If MTA is for Commercial Assessment, contact CU Intellectual Resource Management (IRM) – Technology Transfer Office 402-280-3651

Creighton University – **Research\*** **Material Transfer Agreement** (**MTA**) Process

Incoming

Outgoing

YES, incoming

 YES, outgoing

NO

**Material is now approved for transfer**

Contact provider if the material is not received within a reasonable time

Fully executed MTA sent to Provider & Receiver with a copy to IRM

Send to Receiver for acceptance and signatures

Is the MTA acceptable?

Creighton University

Is the material incoming or outgoing?

**Material Provider/Receiver**