

Research Material Transfer Agreements (MTA)

I wish to RECEIVE material:

1. Obtain a Material Transfer Agreement from the providing organization and obtain an MTA Request Form from CU's Office of Research & Compliance Services or the Intellectual Resource Management (IRM) office. Please Note: Only the PI in charge of the research is authorized to, and may request transfers of research materials. If this is not the same individual as the Principal Investigator, who will be listed on the MTA, the PI who is in charge of the research must sign the form as well.
2. **Review the MTA for accuracy i.e. specific material and quantity being transferred, use of material, etc.**
3. Send the MTA and the completed MTA Request Form with any additional comments to Creighton's Intellectual Resource Management office: StuartMartens@creighton.edu.

Please note: Any MTA including Human Subjects (IRB), Animal Subjects (IACUC), or Biohazardous Material (IBC), will need to comply with additional policies. Please visit:

<http://www.creighton.edu/researchcompliance/index.php>

- a. **Human Subjects (IRB):** If a drug or human blood or tissue is to be received by Creighton, make sure that a Human Subjects Protocol has been, or is in the process of being, approved by the Creighton's Institutional Review Board (IRB)
<http://www.creighton.edu/researchcompliance/institutionalreviewboards/institutionalreviewboards/index.php> . Make sure that the providing organization identified on the Material Transfer Process form is named in the Human Subjects Protocol. If not, submit an application to the IRB to amend the protocol. Additional information regarding the IRB can be found by calling 402-280-2126 or emailing IRB@creighton.edu.
- b. **Animal Subjects (IACUC):** If a live animal or animal tissue is to be received by Creighton, make sure that a new or amended Animal Use Protocol has been, or is in the process of being, approved by Creighton's Institutional Animal Care and Use Committee (IACUC)
<http://www.creighton.edu/researchcompliance/iacuc/about/index.php> . Additional information regarding Institutional Animal Care and Use Committee (IACUC) can be obtained by emailing IACUC@creighton.edu .
- c. **Institutional Biosafety Committee (IBC):** If the material to be received by Creighton is potentially bio-hazardous, including viruses, bacteria, fungi, recombinant DNA, transgenic plants, transgenic animals, invertebrates, insects, etc., IBC approval may be required. Additional information regarding the IBC: <http://www.creighton.edu/researchcompliance/biosafety/about/index.php>

What happens next? Once the completed form is received, the provider's Material Transfer Agreement (MTA) will be reviewed. If changes to the MTA are necessary, you will be asked to send a revised copy to the provider. If the changes are acceptable, the MTA is signed by both parties, and a fully-executed copy is forwarded to Creighton's principal investigator. Once the Principal Investigator receives the fully-executed MTA, the material is approved for transfer. Contact the provider if the material is not received within a reasonable time. **IMPORTANT: Contact CU Intellectual Resource Management (IRM) Technology Transfer Office (402-280-3651) if you anticipate any intellectual property (inventions, software, etc) will be developed from the use of the material.**

The review and negotiation of the Material Transfer Agreement is conducted concurrently with the approval process for Human Subjects, Animal Subjects, and Biosafety.