

# Research Material Transfer Agreements (MTA)

## I wish to SEND material:

1. Obtain a MTA Request Form from Creighton's 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. Fill out and return the MTA Request Form with any additional comments to Creighton's Intellectual Resource Management office: [StuartMartens@creighton.edu](mailto:StuartMartens@creighton.edu).  
Please note: Any MTA including Human Subjects (IRB), Animal Subjects (IACUC), Biohazardous Material (IBC), or shipment outside of the U.S. 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](mailto: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](mailto: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>
  - d. **Export Control**: Any material being shipped outside of the U.S. requires an Export Control Analysis <http://www.creighton.edu/researchcompliance/exportcontrol/index.php>

**What happens next?** Once the completed form is received, a Material Transfer Agreement (MTA) will be drafted and forwarded to the recipient organization for review and signature. If changes to the MTA are necessary, you will be asked to send a revised copy to the receiver. If the changes are acceptable, the MTA is signed by both parties, and a fully-executed copy is forwarded to Creighton's provider and the receiving party.

*The material should not be sent prior to receiving a fully-executed copy of the MTA.*

**If you have questions about shipping, contact John Baxter - [JohnBaxter@creighton.edu](mailto:JohnBaxter@creighton.edu) or 402-546-6269.**

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