



## Symposium for Research Administrators

University of Wisconsin-Madison  
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## MTA's When do I need one? How do I get it?

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## What is an MTA?

- Contract that governs transfer of tangible research materials between two entities
- Recipient intends to use materials for his/her own research purposes
- Defines rights of provider and recipient of materials and any derivatives



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3

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## What Materials Use an MTA?

- Biological Materials
  - Reagents, cell lines, plasmids, vectors, etc.
- Chemical Compounds
- Some types of software

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## When Do I Need an MTA?

- Provider requires the use of an agreement before sending material to UW
- UW is sending research materials from campus to other people
  - Tangible Research Property
  - PI requests assistance to ship something from his/her lab
    - Is it a biological material? Plasmid, vector, reagent, etc.?
    - Is it derived from animals or humans?

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## When Might It Be Good to Have an MTA?

- To clarify what material we are getting
- To clarify when we are getting the material
- To clarify how we will use the material
- To clarify possible limits for our use of the material
- To provide documentation for IRB or IACUC approvals

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## How do I make sure faculty know to use MTA's?

- Educate!
- Review compliance section of WISPER and inquire if biological, animal, or human subjects resources have already been obtained or if they need to get them from another entity.

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## Where do I find template agreements?

- RSP website has several agreement templates available
  - UBMTA
  - AUTM
  - Simple Letter Agreement

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## What do I do if I receive an MTA?

- Create a WISPER record
- If PI is provider scientist, have them complete RSP's Outgoing MTA questionnaire and upload to WISPER
- Upload agreement to WISPER
- Route to your Dean's Office for review and submission to RSP

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## MTA Checklist Walk Through

- Incoming Material Transfer Agreement – Checklist for reference, not required.
- Outgoing Material Transfer Agreement – Checklist required per institutional directions.

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## What does RSP do when they receive the MTA?

- Review the terms
  - If it's a template agreement (Addgene, AUTM, Simple Letter), make sure the terms haven't been altered.
  - If it's a unique agreement, ensure there are no concerning clauses
- Negotiate
  - If there are concerning clauses, or if the PI raises concerns, negotiate terms acceptable for everyone
- Sign
  - If it's an unaltered template agreement routinely accepted by UW, sign.
  - Otherwise, after negotiation of concerning clauses, sign the fully negotiated agreement.

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## What does RSP want departments to know/look for in MTA's?

- Read through the agreement
  - Not expecting experts, but have a general idea
- Look for restrictions or limitations in the agreement
- Ask questions if something is not clear
- Compare or ask for input on interaction with existing projects
- Keep terms in mind for future work

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## Agreement Walk Through

- Two agreements
- Identify specific components that should be aware of
- Describe why they are important (i.e. what do they mean).

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## What should departments/PI's expect in the review/negotiation process?

- Negotiation of policy and legal issues (i.e. pressure points)
- Possible questions on use limitations
- Emails regarding negotiation status
- Discussions on mitigation strategies where needed

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## Who should department/PI reach out to with questions?

- RSP Website recently updated with MTA Guidance:

<https://rsp.wisc.edu/contracts/mta.cfm>

- General questions can be sent to [contracts@rsp.wisc.edu](mailto:contracts@rsp.wisc.edu)
- Existing records, the negotiator assigned to the record in WISPER (SPO Action Tab)

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Questions?

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