Material Transfer Agreement (MTA) Training Guide

To create your Material Transfer Agreement, you will need access to Kuali Research. For detailed instructions on requesting access click on the following link: Requesting Kuali Access.

**ADDGENE** requests do not require a Kuali record. Use this link to take you to the Addgene Request Form

1. Login into Kuali using your Business Systems ID or Active Directory login and password
2. Click on Research Home

![Kuali Research Interface]

3. From the left-hand navigation:
   - Click on Common Tasks
   - Click on Create Proposal in the Proposal Development Card
Create Proposal Screen

1. **Proposal Type:** from the dropdown menu:
   a. **New** (if it is a new agreement) or
   b. **Continuation** (Amendment to an existing Material Transfer Agreement). An amendment is a change to any of the terms of an existing MTA. The original MTA should be uploaded in the Attachments section of the KR record.

   **NOTE:** No other available Proposal Type options are applicable to Material Transfer Agreements

2. **Lead Unit:** Select the Lead Unit from the dropdown menu. (You may have multiple options if you are a Department Research Administrator or proposal creator for more than 1 department)

3. **Activity Type:** Select **Other Sponsored Activities** from the dropdown menu.

4. **Project Dates:** Enter the project **Start** and **End** dates (estimates are okay)

5. **Project Title:** Enter the Project title (**Example:** A retrospective Chart Review of Late-Stage Hematological Malignancies)

6. In the **Sponsor** field, enter the entity with which UCSD will be contracting (i.e. the other party on the agreement)
   a. Start typing the name of the entity/sponsor directly into the field **OR**
   b. **Click on the magnifying glass at the end of the field** and type in the name of the entity/sponsor in the Sponsor Name field using an asterisk* to narrow your search results (example: *Cornell*) and click on Search at the bottom of the Sponsor Lookup screen. All results with Cornell in the name will appear, allowing you to select the appropriate entity/sponsor

   **NOTE:**
   - For unfunded agreements, “Sponsor” means the other contracting party i.e., the entity UCSD is entering into the agreement with. In this context, it does not mean a financial sponsor or regulatory sponsor
   - **NOTE:** Multi-party agreements: If this agreement will be among multiple parties (UCSD, the entity already entered in the Sponsor field, plus additional entities), you will add the additional parties to the agreement in the **Unfunded Agreement tab of the Questionnaire Section.**
   - If you are unable to locate the entity/sponsor, try using the wildcard search (*entity name*). If you are still unable to locate it, you may need to request a new sponsor code be created. Depending on your campus area, follow the instructions below:

   **General Campus/Health Sciences:**
   - Enter 9850 Sponsor Code Pending in the Sponsor field
   - After you have successfully entered the remaining information on the Create Proposal Screen, navigate to the Attachments section. In the Notes section enter the name of the sponsor, physical address and website address for the new entity/sponsor to be created. A notification will be sent to OCGA for a new sponsor to be created.

   **SIO:**
   - Please contact SIO C&G 2-3 days in advance of routing to request a provisional sponsor code. If you do not have time to do this, please use the 9850 Sponsor Code Pending.
7. **Sponsor Deadline**: Enter the date six months out from today’s date (ex. if you are creating this record on 10/01/22, use 4/01/23 as the Sponsor Deadline date)

   **Note**: A date of 6-months out does not mean that it will be six months before completion. This is UCSD’s standard way of notifying the Sponsor Project Office that this is an Internal Proposal (in this case a Material Transfer Agreement). An Internal Proposal is when there is no formal proposal submitted to a funded entity.

8. **Sponsor Deadline Type**: Select *Internal* from the dropdown menu

9. **Anticipated Agreement Type**: Select *Unfunded Agreement* from the dropdown menu

10. Click *Save and Continue* at the bottom of the screen
Proposal Details Screen

The Material Transfer Agreement record has been saved, a proposal number has been created and you are now on the Proposal Details Screen. Verify the information you have entered

1. After verifying the information, click Save at the bottom of the screen

2. Navigate to the Key Personnel Screen

NOTE: Covid-19 Activities are no longer prioritized by OCGA
Key Personnel Screen

In this section you will add the Principal Investigator (PI). The PI is the person who is sending or receiving the materials (not the lab personnel).

1. Click on **Personnel** under Key Personnel

2. Click on **Add Personnel** and enter the Last Name of the **PI** (best practice is to use the asterisk (*) to narrow your search results) and then click **Continue**

3. Click the radio button next to the appropriate person and click on **Continue**

4. A pop-up to **Assign a role** will come up (Principal Investigator is pre-selected) – click on **Add Person**

5. After you have added the PI, click on the blue “Notify” button next to the Principal Investigator’s name. This will send an electronic notification to the Principal Investigator to login to Kuali and answer the **Compliance**
6. **IMPORTANT NOTE** - Your Lead PI **must** be the certifier for the compliance questionnaire. These certification questions indicate to the reviewing officer that the PI reviewed all of the MTA record’s information and that the PI is certifying the accuracy of all information on the MTA Kuali record you’re submitting.

**Note:** The Compliance Questionnaire is a key element of each record because it collects essential project information for which the PI is uniquely qualified to ensure the answers are factually accurate. Incomplete or incorrect answers to the PI Compliance Questionnaire poses significant risk for compliance with institutional and sponsor requirements for conflict of interest, export control, foreign influence, human research, health and safety and PI eligibility. The answers to the questions trigger systematically designed institutional actions that ensure a) flow of information to appropriate compliance offices, b) conforms with federal, state and UC requirements and c) accurately classifies the project for transparency and institutional reporting.
1. **Contact tab:** Enter the full name and email address for the **authorized official/legal contact for the sponsor/entity UCSD is negotiating with** and click on **Save.**

   **Note:** The contact must be from the OTHER entity. Do NOT include UCSD personnel.

2. **Space tab:** select **yes** or **no** to the questions regarding on-campus and off-campus space based on the needs of the MTA. (NOTE: You will answer **no to all questions when SENDING material.** The screenshot below is an example of RECEIVING material).
3. **Unfunded Agreement tab**: In this tab you will answer additional questions relevant to your Material Transfer Agreement. Depending on the selections you choose, additional questions will populate.

**In this guide we are including 2 (two) examples:**

- Sending Materials (Unmodified Third-Party Material)
- Receiving Materials

**NOTE:** These are **EXAMPLES**. Depending on how the questions are answered, additional and different questions will populate for more information to be included.

**IMPORTANT!**

*Answering the questions with accuracy is critical. Inaccurate and/or incomplete answers will delay the execution of the agreement.*

For an EXAMPLE to **SEND** Material, proceed to Page 14

For an EXAMPLE to **RECEIVE** Material, proceed to Page 17
Compliance Screen

In this section, you will add a compliance entry for each compliance question responded to with “yes” in the PI Compliance Questionnaire answered by the Principal Investigator AND for any questions responded to in the Unfunded Agreement Questionnaire, related to compliance. **For example**, if the PI answered yes to the Human Research questions, you will add a compliance entry for Human Subjects.

1. Click on **Add compliance entry**
2. Select the **Type** from the dropdown menu
3. Select the appropriate **Approval Status** from the dropdown menu. **If the Status is Approved, mark it Approved. If the status is Pending, mark it Pending.**
4. If available, add the OIA (IRB) and/or IACUC Protocol number. **Add the Protocol number regardless of approval status.**
5. Click on **Add Entry**
6. Click on **Save and Continue**
Attachments Screen

- a Word document (preferred) or PDF version of the draft agreement
- a Research Plan/Statement of Work/Scope of Work/Protocol that describes in detail the scientific/research activities that will be performed by all parties (this often includes a description of any data/materials that will be transferred, timelines, and deliverables/milestones)
- if human subjects research, the IRB approval letter or determination letter that the activity is not human subjects research (if applicable), Protocol, and “stamped” informed consent forms that were used at the time the study participant was consented, if available
- if animal subjects research, the IACUC approval letter, if available
- any other relevant documentation (e.g., related agreements, such as executed contracts, grants, service agreements, or Purchase Orders; correspondence)

Budget Screen

Budgets are not relevant to Material Transfer Agreements, click Save and Continue

Access Screen

No action is required, click Save and Continue
Supplemental Info Screen

Here you will enter your COA (Chart of Accounts) Financial Unit.

1. Enter the COA Financial Unit
2. Click *Save and Continue*

**Note:** The Financial Unit will be used for reporting and routing purposes. The COA will not be charged.

If you do not know your COA Financial Unit number:

1. Click on the *magnifying glass icon*
2. In the *Account description* field, enter your unit name (example: *physics*)
3. Click on *Search* at the bottom of the screen
4. Click on *Select* next to the appropriate name
5. Click *Save and Continue*
Summary/Submit Screen

1. Click on Submit for Review

NOTE: You may receive a Data Validation pop-up indicating you have Errors and Warnings. You will need to “fix” the Errors.

1. Click on Fix it next to the red Error button. It will take you to the page with the error that needs to be fixed.

NOTE: You will also receive Warnings. Warnings do not prevent you from submitting your Unfunded Agreement and no action is required.

1. Click on Submit With Warnings
Once **Submit for Review** is clicked, the proposal will route for approval. If more **edits need to be made** after the proposal has been submitted but **before it has been approved**, a Recall button is available. **Clicking the Recall button will allow you to make edits to the proposal then submit again for review.**

Notifications History

The Notifications History screen is where Kuali system generated notifications are listed, including the Principal Investigator certification notification. Each notification listed will note the Date Created, Recipients, Subject, and Message content.
**EXAMPLE: SENDING (Unmodified Third-Party Material)**

<table>
<thead>
<tr>
<th>Unfunded Agreement (Incomplete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select the type of Unfunded Agreement you are requesting:</td>
</tr>
<tr>
<td>○ Non Disclosure Agreement (NDA)/Confidential Disclosure Agreement (CDA)</td>
</tr>
<tr>
<td>○ Data Use Agreement (DUA)/Data Transfer and Use Agreement (DTU/A)</td>
</tr>
<tr>
<td>○ Software License Agreement (SLA)</td>
</tr>
<tr>
<td>○ Equipment Loan Agreement (ELA)</td>
</tr>
<tr>
<td>○ Material Transfer Agreement (MTA)</td>
</tr>
<tr>
<td>○ Memorandum of Understanding (MOU)/Letter of Agreement (LOA)</td>
</tr>
<tr>
<td>○ Learning Agreement (TA)</td>
</tr>
<tr>
<td>○ Unfunded Collaboration Agreement (UCA)</td>
</tr>
<tr>
<td>○ Other (Specify below)</td>
</tr>
</tbody>
</table>

If any, please list alternate/other contacts at UCSD you would like to include in this MTA request. If none, enter 'NA'.

<table>
<thead>
<tr>
<th>Is this related to your lab move from UCSD?</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is this to amend a previous agreement?</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you sending or receiving tangible research materials?</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Sending</td>
</tr>
<tr>
<td>○ Receiving</td>
</tr>
</tbody>
</table>

**Name of Recipient PI (first and last):**

Daniel Krueger

dkrueger@cornell.edu

**Which option below best describes the material being sent?**

NOTE: Third-Party Material means material that was provided to your current UCSD lab (whether by purchase, transfer, gift, collaboration, relocation, or agreement) from a source that is outside of your current UCSD lab.

| ○ UCSD Material. The Material was solely developed or collected in your current UCSD lab and does not contain or incorporate any material, of any kind, from outside of your current lab. |
| ○ Unmodified Third Party Material. The Third-Party Material received by your current UCSD lab was not modified in your lab i.e. the Material to be sent out of UCSD is identical to the Material received from the Third Party. |
| ○ Modified Third Party Material. The Third-Party Material received by your current UCSD lab was modified, changed, or incorporated into other Material that was developed or collected at UCSD. |

Provide the name of the institution, depository or source of the Third Party Material.

<table>
<thead>
<tr>
<th>○</th>
</tr>
</thead>
<tbody>
<tr>
<td>9240</td>
</tr>
</tbody>
</table>

What is the name of the original principal investigator?

| ○ |
| Name of YALE PI who sent the material to |

Provide the contact information for the original principal investigator (email, phone).

| ○ |
| Email & Phone number of the YALE PI who sent the material to |
How was the third party material received (e.g., Previous MTA, purchase agreement, etc.)?

- [ ] As a Gift
- [ ] As a Purchase
  - [ ] Under an MTA
  - [ ] Other (please provide details)

Please Enter Previous MTA Details:

- [ ] MTA #

Provide the MTA number and attach a copy of the MTA governing the original transfer of the material and written permission from the original material provider. If the material was not received under an MTA, please explain.

- [ ] If the material was not received under an MTA, please explain here.

List the quantity/units of the material to be transferred:

- [ ] 5 slices of human brain

What is the general use or purpose of the outgoing material?

- [ ] These materials will be used in Achromia research, particularly the effects on one section of the brain.

For UCSD developed or managed material, are there costs associated with the transfer that you would like reimbursed to your lab (excluding reimbursement for shipping)? This question does not apply to outgoing human materials.

- [ ] Yes
- [ ] No

**Material Information**

What is the origin of the material?

- [ ] Human
- [ ] Animal
- [ ] Plant
- [ ] Plasmid
- [ ] Other

Indicate what type of material it is:

- [ ] Human Biologicals (Blood / Tissue / Plasma / Bone / etc.)
- [ ] Human Embryonic Stem Cells (hESCs)
- [ ] Human Induced Pluripotent Cells (iPSCs)
- [ ] Human DNA (Extracted)
- [ ] Human RNA (Extracted)
- [ ] Antibody
- [ ] Cell Line
- [ ] Other

Identify the specific name(s) of the material(s) (e.g., if plasmid, include name of plasmid):

- [ ] human brain tissue

Will any data be transferred with the material?

- [ ] Yes
- [ ] No
Export Control

Does your MTA include one of the following?
1. A biological material that contains a prohibited pathogen, toxin or select agent that appears on this EAGM-1C351 list.
2. Dissemination or testing of equipment (e.g., medical device, microchips, sensor detector, etc.).
3. Materials, equipment or technology unrelated to biomedical applications (e.g., research equipment, and other devices for General Campus departments, such as Electrical & Computer Engineering).
   • Yes
   • No

Agreement Information

Have you been provided a draft agreement?
If this request includes receipt of materials or data from an external entity, you will need to upload the provider’s draft agreement in the Attachment section > Internal tab. If this request is to send out materials or data, select “No” and the Sponsored Projects Office (SPO) will provide a draft agreement. If the draft agreement is only available via a 3rd party website (online) select Online.
   • Yes
   • No
   • Online

Please provide a concise description of the research or activity (ex. statement of work), which should include the recipient’s use of the material, data, equipment or software if applicable.

Please attach the project description, such as the SOW Protocol and/or Research Plan in the Attachments tab.

recipient is going to use these materials] by injecting into the salivary pathways which...

Is this agreement related to an existing agreement (a. grant, business, contract, or other agreement at UCSD)?
   • Yes
   • No

Are any other entities involved with this project?
   • Yes
   • No

Comments
Please add any additional comments about the agreement here (materials, data, etc.). Enter N/A if not applicable.

N/A
EXAMPLE: RECEIVING Materials from another party

Unfunded Agreement

Please select the type of Unfunded Agreement you are requesting:

- Non-Disclosure Agreement (NDA)/Confidential Disclosure Agreement (CDA)
- Data Use Agreement (DUA)/Data Transfer and Use Agreement (DTUA)
- Software License Agreement (SLA)
- Equipment Loan Agreement (ELA)
- Material Transfer Agreement (MTA)
- Memorandum of Understanding (MOU)/Letter of Agreement (LOA)
- Training Agreement (TA)
- Unfunded Collaboration Agreement (UCA)
- Other (Specify below)

If any, please list alternative contacts at UCSF you would like to include in this MTA request. If none, enter "NA".

Is this related to your lab more than from UCSF?
- Yes
- No

Is this to amend a previous agreement?
- Yes
- No

Are you sending or receiving tangible research materials?
- Sending
  - We are sending materials to another party
- Receiving
  - We are receiving materials from another party

Will the materials in this MTA request be combined, incorporated into or used with other (separate) tangible material obtained under a previous agreement and/or arrangement?
- Yes
- No

Name of Providing PI (First and Last)

Chris Harrison

Providing PI’s Email Address

chris@ucsf.edu

What source of funds will support your research using this material?

- Sponsored research funds
  - Examples include contracts, grants, cooperative agreements, etc.
- Other
  - Examples include department funds, discretionary funds, start-up funds, gift funds, etc.

Please select the KASh award record

[Search]

Material Information

What is the origin of the material?

- Human
- Animal
- Plant
- Plasmid
- Other
Indicate what type of material it is:

- Human Biologicals (Blood / Tissue / Plasma / Bone / etc.)
- Human Embryonic Stem Cells (hESCs)
- Human Induced Pluripotent Cells (iPSCs)
- Human DNA (Extracted)
- Human RNA (Extracted)
- Antibody
- Cell Line
- Other

Identify the specific name(s) of the material(s) (e.g. plasmid, include name of plasmid):
- human brain tissue

Will any data be transferred with the material?
- Yes
- No

Export Control
Does your NTA include one of the following?
- No
- Yes

Agreement Information
Have you been provided a draft agreement?
- Yes
- No

Online
If a draft agreement was not provided and the entity would like to UCSD to provide the agreement, you will need to add this information in the Comments section below.

Please provide a concise description of the research or activity (e.g. statement of work), which should include the recipient's use of the material, data, equipment or software (if applicable) based on the type of agreement.

Please attach the project description, such as the SOW, Proposal and/or Research Plan in the Attachments tab.

recipient is going to use (those materials) by injecting into the signaling pathways which

Is this agreement related to an existing agreement (e.g. grant, license, contract, or other agreement at UCSD)?
- Yes
- No

If other organizations are involved - You will need to provide Name, Contact Information and Overall Role in the project.

Are any other entities involved with this project?
- Yes
- No

Comments
Please add any additional comments about the agreement here (materials, data, etc.)

enter N/A if not applicable

N/A
SENDING OUT UCSD DEVELOPED OR MANAGED MATERIAL THAT HAVE ASSOCIATED COSTS?

For costs associated with a material transfer that you would like reimbursed to your lab, please note that the amount requested does not include shipping costs, taxes or associated fees. For the total cost that will be charged to the recipient institution, please contact the Office of Innovation and Commercialization at mta@ucsd.edu. *(This does not apply to outgoing human blood/tissue material)*

**You must also provide the Oracle Project & Task Number**

DOES THE MATERIAL INVOLVE HAZARDOUS OR POTENTIALLY HAZARDOUS BIOLOGICAL MATERIAL?

**ECCN 1C351 LIST**

https://blink.ucsd.edu/facilities/logistics/outbound/hazardous.html

https://my.absa.org/Riskgroups

http://www.selectagents.gov/

http://blink.ucsd.edu/safety/research-lab/controlled-substances/determining.html