These guidelines address all the steps required to execute a material transfer agreement for Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso). TTUHSC El Paso policy dictates that material transfer agreements be managed in a manner consistent with established accounting, legal and funds flow policies.

**Material Transfer Agreements** (MTAs) govern the exchange of research materials between individuals at separate institutions or organizations. They address ownership, intellectual property, publications, and liability related to the use of research materials, among other issues.

An MTA is a binding written contract between parties that governs the uses of exchanged material. MTAs often reflect the fact that one of the parties has a proprietary interest in the material under exchange and the other party intends to use the material for his/her own research purposes. Examples of materials may include: recombinant DNA, monoclonal antibodies, cell lines, mouse strains, plant varieties, technical data, software, confidential information, integrated circuit designs, blueprints, products, processes, devices, fabricated equipment, or any unique material.

MTAs govern the receipt of materials by faculty at TTUHSC El Paso (incoming MTAs) and the sending of materials from TTUHSC El Paso to an external institution (outgoing MTAs).

*Incoming MTAs:*

A PI who requests materials from an external institution or organization should forward the MTA to the Office of Sponsored Programs (OSP) for review. OSP will review the MTA for any risk issues, review terms and conditions, and will ensure compliance with TTUHSC El Paso policies. Before OSP can finalize the MTA, the PI must complete and secure all relevant compliance approvals (e.g., if the material is bio-hazardous, of human origin, or involves animals). If intellectual property will be developed, then the Office of Research Commercialization will need to review the agreement.

*Required Documentation for an Incoming MTA:*

**NOTE: Please be sure to obtain all relevant compliance approvals prior to submitting this material request form.**

* A completed incoming IMTA request form. The form is available at: NEED NEW Guidelines and Forms LINK HERE
* Copy of Provider’s IMTA (electronically in MS Word format, if possible). This is the transferring institution’s document giving the conditions and permission for allowing the transfer of their materials to TTUHSC El Paso.
* TTUHSC OP 73.09 requires that principal investigators, senior/key study personnel and study coordinators update their Financial Disclosure forms annually, or within 30 days of a change in their significant financial interests.

*Outgoing MTAs:*

A PI who intends to send materials to another institution must notify OSP of plans to distribute material to an external party. If intellectual property will be developed, then the Office of Research Commercialization will need to be involved in reviewing the agreement.

*Required Documentation for an Outgoing MTA:*

**NOTE: Please be sure to obtain all relevant compliance approvals prior to submitting this material request form.**

* A complete outgoing OMTA request form. The form is available at: NEED NEW Guidelines and Forms LINK HERE
* TTUHSC OP 73.09 requires that principal investigators, senior/key study personnel and study coordinators update their Financial Disclosure forms annually, or within 30 days of a change in their significant financial interests.

**Execution of an MTA:** OSP will review and negotiate the terms of the OMTA. Upon agreement by both sending and receiving parties, OSP will direct the PI to review and sign the agreement, which will also be signed by the authorized signing official for TTUHSC El Paso, the Vice President for Research. The partially executed OMTA will then be submitted to the other institution to fully execute the agreement. The PI and department administrator will receive a copy of the fully executed OMTA.