Material Transfer Agreements

Instructions – UBMTA Member

For all MTA transactions please complete the MTA Information Sheet; this form can be found at (https://vpnet.research.colostate.edu/OSP/wp-content/uploads/2015/09/MTA-Information_Sheet_2015-fillable.pdf).

Background:

On March 8, 1995, the National Institutes of Health (NIH) (on behalf of the Public Health Service and the Centers for Disease Control) published the final version of the Uniform Biological Material Transfer Agreement (UBMTA) and a Simple Letter Agreement for the Transfer of Non-Proprietary Biological Material. For institutions, such as CSU, which have signed the UBMTA Master Agreement, materials can be transferred under the terms of the UBMTA upon execution of an Implementing Letter for the particular transfer. The UBMTA is appropriate for most transfers of materials between CSU and other academic institutions. To determine if the academic institution you are working with is a signatory to the UBMTA, view the UBMTA Member list at http://www.autm.net/resources-surveys/material-transfer-agreements/uniform-biological-material-transfer-agreement/master-ubmta-agreement-signatories/.

Process:

Out-Going Materials – The Scientist from the Recipient organization should complete the Implementing Letter and obtain signatures as necessary from his/her organization. Upon receipt of the signed agreement, CSU’s Principal Investigator (PI) should sign the Implementing Letter where indicated and return one fully executed copy along with the materials to the Recipient. A copy of the Implementing Letter along with the Info Sheet should be sent to Sponsored Programs (SP) for the official files.

In-Coming Materials – CSU’s PI should obtain and sign the Implementing Letter as the Recipient. The Implementing Letter along with the MTA Information Sheet should be forwarded to the Senior Research Administrator assigned to their College for review and approval. SP will return copies of the signed document to the Provider and the PI. If the incoming material is subject to approval of the Research Integrity and Compliance Review Office, this approval must be obtained prior to use of the material

If you have questions about MTAs, contact the SRA responsible for your college (http://web.research.colostate.edu/OSP/staff_detail.aspx)

Revised 8/2013