

### **Who can sign an MTA?**

ICO has signature authority on behalf of Stanford to sign MTAs. PIs also sign incoming MTAs to acknowledge that they have read, understand and will uphold their obligations under the agreement.

### **How can I speed up the processing of my incoming MTA?**

ICO's goal is to provide the Stanford community quick and easy processing of MTAs. However, our office receives over 600 MTAs per year! For each MTA, ICO must check that the terms of the agreement are consistent with university policy, compliance regulations are adhered to, and any conflicts of interest are reviewed and approved before the agreement takes effect. Generally, we are able to finalize MTAs from non-profit entities more quickly than these from for-profits, which often require negotiations.

Please note anything unusual about the material or the agreement on the Routing Form. Finally, please provide contact information for the provider.

Please feel free to contact us. We are looking forward to hearing from you!

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## **What is a Material Transfer Agreement?**



**Stanford Industrial  
Contracts Office**

<http://www.stanford.edu/group/ICO>

# Material Transfer Agreements FAQs

## What is an MTA?

MTA stands for Material Transfer Agreement. An MTA is used to effect the transfer of research materials from one entity to another. The materials may range from biological materials to chemical compounds to engineering substances.

## When do I need an MTA?

An MTA is used in two instances:

1. When you are receiving material at Stanford from another entity. Typically, the entity sending out material will prefer to use its own MTA.
2. When you are transferring material from Stanford to another entity. You can use the standard Stanford Outgoing MTAs. Transfer of human tissue requires a different agreement (see below).

## What process do I need to follow if I have an MTA?

**Incoming:** Please have the PI complete and sign the Incoming Routing Form online (<http://otlportal.stanford.edu/>) or the Incoming Routing Form and email or fax it to our office, along with any other pertinent information. Some entities will send an MTA to you directly—if so, please forward it to us. After ICO has reviewed the Routing Form and the MTA, we will let you know if we need further information, if we need to negotiate the MTA terms, or if we can sign as is.

**Outgoing:** You are welcome to use the standard Stanford Outgoing MTAs on our website for transfers that do not involve human tissues. If you find that these documents need changes, please contact us and we will help you create an outgoing MTA that works for you.

Please note that you do not need an MTA for transfers to non-profit research institutions if you do not want one, unless the transfer involves human tissues.

**Outgoing human tissues:** Please complete and submit the Human Tissue Agreement Routing Form. ICO will use a Human Tissue Agreement for this transfer.

## Why does ICO require the Routing Form?

Use of certain materials requires compliance with federal laws and Stanford policies.

If your research will involve material that is...

1. **Obtained from a living person:** IRB approval is required. Please provide us with a copy of your IRB approval or exemption letter and send Stanford's IRB office a copy of the Provider's IRB letter, if applicable
2. **Human embryonic/fetal/adult stem cells or human embryos or oocytes:** SCRO approval is required. Please provide your SCRO protocol number.
3. **A live animal or material used in a live animal:** Animal subjects approval is required. Please provide your APLAC protocol number.

4. **Radiological hazard:** EH&S approval is required. Please provide your CRA/SMH number.
5. **Recombinant DNA, infectious or biohazardous material:** Biosafety training and approval is required. Please provide your APB number, attach a copy of a map and/or description of the agent requested, and a reference for the agent (if available). This information will help facilitate Biosafety review.

## Is there any other information I need to provide to ICO if I have an incoming MTA?

Yes! We need to know what funding you will be using to support your research using the material. This information enables us to ensure that there are no conflicts between rights the University may grant to your funder and rights the University may grant to the provider of the material.

We also need to know about potential or actual conflicts of interest, such as ownership of stock in, membership on the board of, or gifts from the company that is providing you the material.

To help us expedite processing of your MTA, please fill out our online Incoming Routing Form (<http://otlportal.stanford.edu/>) or submit the Incoming Routing Form by email ([ico@stanford.edu](mailto:ico@stanford.edu)) or fax (650) 725-7295. You may check the status of your MTA on the web through our Researcher Portal on our web site (<http://otlportal.stanford.edu/>). Please contact us if you would like access.