# University of Rochester

# Material Transfer Agreement Checklist

(Receiving Materials)

A Material Transfer Agreement (MTA) is a legally binding contract that governs the transfer of material between organizations. MTAs often limit who may use the material, the scope of work in which the material may be used and if the material may be further transferred to third parties. MTAs typically specify rights and obligations regarding intellectual property, ownership, publication, confidentiality and research results. MTAs with academic institutions / non-profits are generally quick to negotiate and execute. However, MTAs with industry often take longer to negotiate due to restrictions or limitations on publishing, research results and/or intellectual property rights. Each MTA must be negotiated so that the University of Rochester’s interests and mission are not compromised (e.g. scientist’s right to publish, University of Rochester’s intellectual property rights, advancing science/research).

**Date:**

**Name and title of University of Rochester Scientist(s):**

**Laboratory or Office Address:**

**E-Mail:** **Phone Number:**  **UR BOX #**

**Primary Department:**

**Point of Contact for Correspondence:**

**Point of Contact E-Mail:**

1. Providing Scientist information
   1. Name:
   2. Title:
   3. Organization:
   4. Address:
   5. E-mail address:
2. MTA / Contract point of contact for Provider / Providing Scientist
   1. Name:
   2. Title:
   3. E-mail address:
3. Description of the material(s) to be received (Please provide appropriate detail): 
   1. Will the material be used in research related to developing intellectual property, an invention disclosure or patent application? yes  no 
      1. If yes, have you contacted UR Ventures? yes  no
      2. If yes, do you expect *new* intellectual property to develop from the research using the material? yes  no
4. Will the material be used with other material you have received or expect to receive from a third party through a different MTA? yes  no 
   1. If yes, please specify

1. Do you intend to modify, or produce modified derivatives of the material? yes  no 
   1. If yes, please specify with appropriate detail

1. Is the material export controlled [e.g. EAR / ITAR], regulated by law, restricted from transport, dangerous and/or hazardous?

yes  no  do not know

* 1. If yes, please provide further information

1. Please identify the funding source for the research involving the material [if applicable]

* 1. U.S. Government  Non-Profit  Industry
  2. Funding source requires University of Rochester to grant back intellectual property rights [e.g. non-exclusive license to University of Rochester developed intellectual property] to source of funding? yes  no

1. Please indicate the type of organization sending the material:

Academic  Non-Profit  Industry

1. Please indicate the length of time required to perform the research using the material [e.g. 1 year, 2 years, 3 years, indefinitely]

1. Will the material be used in humans? yes  no
2. Do you expect to publish results from research using the material? yes  no
3. Is the material available through any other source such as a commercial vendor or repository [e.g. ATCC, The Jackson Laboratory Repository]? yes  no
4. Do you have any applicable / relevant financial relationship or financial interest of any kind with or in the provider of the material(s)?

yes  no

* 1. If yes, please provide further information

1. Please indicate any other relevant information / circumstances involving receipt of the material that may impact the terms of the MTA:

* Please submit the completed Checklist by e-mail to either Josef Mejido [[josef.mejido@rochester.edu](mailto:josef.mejido@rochester.edu)] or Joynita Sur [[joynita.sur@rochester.edu](mailto:joynita.sur@rochester.edu)] dependent on the department within University of Rochester this MTA pertains to [see [link](https://www.rochester.edu/orpa/_assets/pdf/orpa_MTADeptList.pdf)]
* Note that the appropriate University of Rochester address for all Material Transfer Agreements is:

University of Rochester

Office of Research & Project Administration

518 Hylan Building, Box 270140

Rochester, NY 14627