

**UCL BUSINESS PLC**

**Request for authorised signature on Incoming Material Transfer Agreements**

In order for UCL Business to process your request for an authorised signature on behalf of UCL on an MTA, please:

* read the notes below
* fill in the attached form
* send the form and an electronic copy of the MTA to: **mtateam@uclb.com**

Materials transfer agreements (MTAs) govern the transfer of one or more materials from the owner (or authorised licensee) (‘the provider’) to a third party (‘the recipient’) who may wish to use the material for research purposes. Materials may include cultures, cell lines, plasmids, nucleotides, proteins, bacteria, transgenic animals, pharmaceuticals, other chemicals, alloys and other materials with scientific or commercial value.

Most commercial organisations, and an increasing number of academic institutions, will only release materials if there is an MTA in place between the provider and the recipient. For the provider, this agreement provides control over the distribution of the material, enables them to restrict the use of the material to non-commercial research, and reduces the legal liability of the provider for the recipient's use of the material. In addition, the terms of the MTA can help the provider to gain access to the results of the research, both for information purposes and for commercial exploitation.

UCL Business is responsible for approving, negotiating terms and signing both incoming and outgoing material transfer agreements on behalf of UCL. It is important that the UCL Business reviews all material transfer agreements to make sure that the University does not agree to terms that may be in conflict with the provisions of research grants, fellowships, consultancies etc. Among the important issues to be negotiated are publication rights, IP rights, governing law, warranties and indemnities.

**MTAs are legally binding contracts and as such, it is vital that an authorised signatory of the University executes the agreement properly. MTAs can only be signed by one of the UCL authorised signatories at UCL Business.**

**Please note: MTAs may take several weeks to complete, especially if the other party is located abroad.**

**MTAs MUST BE REVIEWED FOR CONFLICTS WITH EXISTING GRANT FUNDING OR FUTURE APPLICATIONS FOR RESEARCH FUNDING.**

**Request for authorised signature on Incoming Material Transfer Agreements**

In order for UCL Business to review and arrange signature of the MTA as quickly as possible, please read the attached notes, print off this form, fill in the details below and sign the appropriate declaration.

**Name:**

**Department:**

**Tel:**

**E-mail:**

**Please provide the following information if it does not appear on the MTA**

Name of Provider organisation, address, tel, fax and e-mail, together with your initial contact at the Provider and their title/ capacity:

Material name/type:

Summary of the research for which the material will be used:

Who will use the material? Are all under your direct supervision? If yes, provide further details.

How is the work in which the material will be used funded?

Are the materials of human origin? [ ] YES [ ] NO

Will the materials be modified or incorporated into a new material? [ ] YES [ ] NO

Will the materials be used in connection with other materials obtained from a third party? [ ] YES [ ] NO

Will the material be used in any collaborative work? If yes, provide further details.

 [ ] YES [ ] NO

Are you aware of any other existing agreements relating to your research that could potentially conflict with the terms of this MTA (e.g. research contracts, collaboration agreements, consultancies, other MTAs)? If yes, provide further details.

[ ] YES [ ] NO

Likelihood of the research using the material producing patentable results: [ ] Expected [ ] Not Expected

Can the material be obtained elsewhere? [ ] YES [ ] NO [ ] Don’t Know

Are you content with any clauses in the agreement that:

- impose delays/restrictions on publications? [ ] YES [ ] NO

- claim rights to arising Intellectual Property e.g. patents? [ ] YES [ ] NO

- require you to submit reports on the results of work using the materials? [ ] YES [ ] NO

If no provide further details:

Do you wish us to contact you to discuss any such clauses? [ ] YES [ ] NO

**Please add any further details, specific comments or concerns you have about the MTA on a separate page.**

**I request that UCL Business reviews the MTA and, if possible, obtains an authorised signature on behalf of UCL. I have read the MTA and I confirm I understand and am content with the terms of the MTA and will comply with them. By submitting this form, I certify that the above information is, to the best of my knowledge and belief, complete and accurate.**