

**UCL BUSINESS PLC**

In order for UCL Business to process your request for an MTA, please:

* read the notes below
* fill in the attached form
* send the form to: [**mtateam@uclb.com**](mailto:mtateam@uclb.com)

Materials transfer agreements (MTA) 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 UCL Business reviews all incoming 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.**

**Request for Authorized Signatures on an Incoming Material Transfer Agreement**

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 completed form.

**1.** **Contact Details**

a. UCL’s Recipient Scientist

Name:

Department:

Tel:

E-mail:

b. Provider Details

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

Name of the provider organisation:

Address:

Is the Provider a non-profit organization? Yes No

Name of the Providing Scientist:

Name, email address and telephone no. of your relevant contact at the provider organisation (along with their title/capacity):

**2.** **Materials**

Materials name and type (e.g. protein/antibody, cell line, plasmid, gametes, embryo (outside the body), stem cells, human cells/tissue/organ, blood or blood components, genetically modified organisms/animals, chemicals etc.):

Quantity of the Materials to be provided:

Are the Materials of human origin? Yes No

If yes, is required ethics approval in place? Yes No

Will any cost associated with the transfer of the Materials (e.g. shipping, handling, preparation fee) be borne by UCL?  Yes NO

Will any access fee/price for the Materials be separately charged from UCL? Yes NO

Will any confidential information be supplied along with the Materials? Yes No

Where the material comprises or includes any data, will such data include any personal data (such as name, address etc. of a person)? Yes No

Can the Materials be obtained from elsewhere? Yes No Don’t Know

**3.** **Research Project**

Please provide the title and a brief summary of the research for which the Materials shall be used:

Are there any other persons at UCL who will use the Materials? If yes, please provide their brief information. Yes No

Are those persons under your direct supervision/control? Yes No

What is the term of the research project for which the Materials will be used?

Will the Materials be used by UCL in a clinical trial? Yes No

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

Is this MTA part of a larger/important collaboration? If yes, please provide further details. Yes No

If it is part of a larger/important collaboration, does UCL have the right to send it to a third party for the collaboration? Yes  No

**4. Intellectual Property**

Are you aware of any other existing agreements relating to the Materials (e.g. research contracts, collaboration agreements, consultancies, other MTAs)? If yes, please provide further details.   
 Yes No

Is there any likelihood of generating any improvements/results that are distinct or severable from the Materials? Yes No

If yes, do you think such improvements/results may have significant commercial application?

Yes No

Is it important to ask the Provider to grant UCL a licence in the results for UCL’s internal research and academic use? Important Not Important

Are you content with any clauses that:

- impose delays/restrictions on publications? Yes No

- claim rights to arising intellectual property e.g. patents? Yes No

- require to submit reports on the results of work using the Materials? Yes No

If no, please provide further details:

**5.** **Risks**

In your opinion, is there any heightened or particular risk of a third party claim as a result of UCL’s use of the Materials? If yes, please provide details. Yes No

**6.** **Other**

Are there any other comments in relation to this agreement? If so, please provide details below.  
 Yes No

Do you wish us to contact you to discuss any of the questions on this form? Yes  No

**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.**