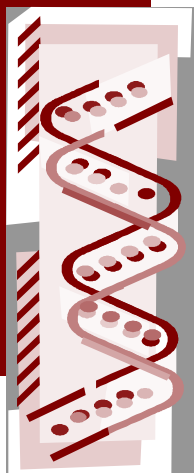


Material Transfer Agreements: You gave what to whom???



Office of
Biotechnology

January 2000

Collaborative research projects with industrial or university partners often involve an exchange of physical or biological materials between the parties. These exchanges typically warrant a material transfer agreement (MTA). MTAs are designed to prevent misuse and preserve the history of the materials. Different situations that warrant or require material transfer agreements are described below:

ISU Materials Transferred To Industry

Materials related to an invention disclosure. This MTA *required* and is signed by ISURF, ISU faculty/staff member(s) and an industry representative. Once the agreement is signed, use of the materials is governed by the restrictions/requirements stated in the agreement. Transfer of materials does not affect ownership. Transfer of materials without an MTA may affect the ability to protect the invention. For more information, please contact ISURF. This agreement is arranged by ISURF.

Materials not related to an invention disclosure. This MTA is signed by the Contracts and Grants Office, ISU faculty/staff member(s) and an industry representative. Once the agreement is signed, use of the materials is governed by the restrictions/requirements stated in the agreement. Transfer of materials does not affect ownership of the materials per se. This agreement is arranged by the Contracts and Grants Office.

Industry Materials Transferred To ISU

This MTA is *required* and signed by a Contracts and Grants Officer, ISU faculty/staff member(s) and an industry representative(s). Once the agreement is signed, use of the materials is governed by the restrictions/requirements stated in the agreement, including the restriction that the materials can not be transferred to another PI or laboratory within ISU. Transfer of materials does not affect the industry's ownership of the materials per se. This agreement is arranged through the Contracts and Grants Office.

ISU Materials Transferred To Another University

The Association of University Technology Managers (AUTM) administers the NIH standard MTA agreement (UBMTA) for transfer of biological materials. Many research institutions have agreed to the terms of the UBMTA. ISU and ISURF are among those institutions. If an institution is on this list, the signing of a simple implementation letter is all that is required to transfer biological material. This greatly simplifies transferring materials between these universities, as the language and conditions do not need to be negotiated.

Materials related to an invention disclosure. This MTA *required* and the implementing letter is signed by ISURF, ISU faculty/staff member(s) and an institution representative. Once the agreement is signed, use of the materials is governed by the restrictions/requirements stated in the agreement. Transfer of materials does not affect ownership. Transfer of materials without an MTA may affect the ability to protect the invention. For more information, please contact ISURF. This implementing letter is arranged by ISURF.

Materials not related to an invention disclosure. This implementing letter is signed by the Contracts and Grants Office, ISU faculty/staff member(s) and an institution representative. Once the agreement is signed, use of the materials is governed by the restrictions/requirements stated in the agreement. Transfer of materials does not affect ownership of the materials per se. This implementing letter is arranged by the Contracts and Grants Office..

ISU Materials Transferred Between ISU Principal Investigators

Transfer of materials between PIs at ISU does not require an MTA. However, due to the sensitive nature of some materials, or other unusual circumstances, an MTA might be recommended or requested by a PI. This MTA is signed by a Contracts and Grants Officer, and the ISU faculty/staff members exchanging the material. This contract is arranged through either the Contracts and Grants Office or the Biotechnology Industrial Liaison.

It is important to remember that ISU faculty/staff member(s) sign the MTAs personally, and on behalf of their laboratory, but NOT on behalf of the university. If more than one faculty member/laboratory will be receiving the material(s), each will need to sign the agreement.

Note: These are general guidelines and are sufficient for most material transfer agreements between Iowa State and a third party. However, some situations may have special requirements. If you have any questions, or would like assistance with this process (including initial preparation of any MTA agreement), please contact:

Lisa Lorenzen
Biotechnology Industrial Liaison
1210 Molecular Biology Building
Phone: (515) 294-0926
Email: llorenze@iastate.edu

Acknowledgement: Thanks to Nita Lovejoy and other ISURF and Contracts and Grants Staff members for their input.
