Instructions for Outgoing MTA Submission Form

In an effort to improve the quality of the information provided on our submission forms, the Office of Research has developed this submission form instruction sheet. Each question contained on the corresponding submission form is listed below in black text. Beneath each question, additional clarification is provided in red text.

General Tips:

- Please submit only fully completed forms with the requested supplementary materials attached. Incomplete forms/submissions will require the Office of Research to place your project "on hold" pending receipt of the remaining documentation.
- Please ensure the accuracy of the information provided on the submission form. Proper routing of the MTA and subsequent negotiation of appropriate contract terms is entirely dependent upon the information presented on the submission form.
- In the event you know of any specific execution procedures of the providing entity (e.g., requirement for original signatures on MTAs, ability to execute via PDF, etc), please provide this information in your submission email.
- All new submissions should be sent orcontracts@offres.pitt.edu Please copy the appropriate corporate and clinical contract officer (CCO) on your submission emails. If you are unsure of who your CCO is, please refer to the constituency listing located at the following link:
  http://www.pitt.edu/~offres/cccs-const.html

  As a less preferable alternative to email, completed forms can also be faxed to 412/624-7414 or hand-delivered to the Office of Research.

Below please find the submission form questions in black text and additional helpful hints in red text (*).	
Left Column:	**Right Column:**
University Principal Investigator (PI) Name/Title/Email: *Please include the full name of the principal investigator including professional titles and academic title (i.e., Assistant Professor, Associate Professor, Professor, etc). Please also include the email address of the PI.	Company/Institution Receiving Materials (Recipient): *The Company/Institution receiving the Material will be a party to the MTA. An individual person cannot generally be the Recipient. It must be that person's employer.
PI's Departmental Administrative Contact for MTA Follow-up: (not Office of Research staff) *Please be sure to provide the complete name, phone number, and email address for contact purposes when the Office of Research needs to reach the University PI.	Company/Institution Legal Contact for MTA: *Please include the full name, email address and phone number of the individual with whom the Office of Research will negotiate the terms of the MTA. Please note that most MTAs will require negotiation and incomplete information may result in delays in completion of the MTA.
List All Material being provided under this MTA: *Please note that Office of Research staff will insert the Materials listed on this form into the MTA. The Materials must be specifically listed. For example, although you may be providing	Company/Institution PI/Scientific Name and Email: *Please include the name of the individual (including any professional titles) who will be receiving the Material and an email address. Oftentimes, the contact for MTA negotiation at the

mouse cDNA, it is best to outline exactly what mouse cDNA you are providing. Please try to be specific.	receiving entity will need this information in order for them to complete their own internal processing procedures.
General: Was all the Material independently developed by you or under your direction at this University? Yes/No (explain) *If No, please explain. This question helps to establish that the University is the "owner" of the Material and therefore has the right to transfer the Material to others at our discretion.	Is this a biological Material? Yes/No *If the Material is biological and if the entity receiving the Material is a signatory to the Uniform Biological Material Transfer Agreement (UBMTA), it may be possible for the University of Pittsburgh to utilize this expedited contracting mechanism. The Office of Research will need to assess if any third-party materials are included in the Material or if disclosure to OTM regarding potentially patentability of the Material has occurred. Under such circumstances, it may not be possible to use the UBMTA and the Office of Research may use an alternative form of MTA.
Does the Material incorporate or is the Material derived from materials obtained from a third party? Yes (explain)/No If Yes, please provide details. *This question helps to establish if any third-party materials, and thereby third-party rights to the materials, are a part of the Material to be transferred. If the Material does contain third-party materials, it will be necessary for the Office of Research to review the corresponding MTAs, purchase orders, or agreements for the third-party materials to ensure that the University is permitted to transfer the Material.	**Compliance**: Is the Material being sent to a recipient located outside of the United States? Yes (specify)/No *If Yes, please specify the country. As indicated on the submission form, shipments may require special shipping or handling permits. The Office of Research also must review the transfer for compliance with federal export control laws.
Was any of the Material brought to this University from somewhere else? Yes (explain)/No *If the Material was made by the PI at another University and brought to the University upon the PI's assumption of a faculty position, there may be an agreement between the PI's employer at the time the Material was developed and the University permitting the transfer of the Material to the University premises and the conditions of such a transfer. Before the University can further transfer the Material (whether original Material or a modification containing the original Material), any agreements relating to the Material must be reviewed for impediments to transfer.	Is the Material of direct human origin? Yes (attachment required)/No *Of "direct human origin" means the collection human tissue under a University of Pittsburgh IRB approved informed consent form and generation of the Material from the human tissue here at the University of Pittsburgh. Note: established cell lines do not constitute direct human origin. If Material is of human origin and was collected under an informed consent, please submit the template IRB approved informed consent and the corresponding IRB approval letter.
Are there alternative sources to provide the Material? Yes/No *This would include not only non-profits sources,	If human, will Materials be de-identified before shipping? Yes/No

but also commercial entities as well.	http://www.irb.pitt.edu/hipaa/hipaa_faq.asp See question #8 for a listing of the 18 primary and secondary identifiers.
Is the Material under disclosure to or patented by the University Office of Technology Management (OTM)? Yes (specify)/No *If Yes, please provide the name of the OTM staff member handling this issue. In the event the Material is under disclosure to OTM, it may be necessary for the MTA to make reference to a patent application or issued patent. In order for an expeditious determination of what additional language is needed for the MTA, the Office of Research must know which OTM representative has been involved in discussions with the PI.	Does the Material contain Human stem cells? Yes (attachment required)/No *If Yes, please attach the corresponding hSCRO registration or approval letter. In order for the Office of Research to sign the MTA, the Office of Research must receive evidence of hSCRO registration or approval, as appropriate for the given project.
Is any of the Material related to any other agreements (including subcontracts) for funding and/or materials? Yes/No *If yes, list all that apply, i.e., Sponsored Research Agreement, Government or Other Grant, CDA, License, Subcontract, MTA, Other Agreement (list Company/ies) Please provide Institution Number/Project Number or specific details of each *If there are any other agreements which in any way relate to the Material, the Office of Research must review the terms of these agreements to ensure that such agreements do not contain any restrictions which would prohibit the University from transferring the Material.	Does the Material involve recombinant DNA? Yes (attachment required)/No * If Yes, please attach the applicable IBC/rDNA letter. In order for the Office of Research to sign the MTA, the Office of Research must receive evidence of the applicable IBC/rDNA approval.
Do you require reimbursement for the cost to provide Materials? Yes (explain)/No/ Shipping only *If Yes, please provide an explanation of such costs. Note: Costs charged must total exact costs spent to provide Materials. In the event the PI desires recovery of costs,	Is the Material hazardous? Yes/No *If Yes, please provide the address of the PI's laboratory. A hazardous material is any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

additional language must be added to our standard MTA.	Hazardous materials are defined and regulated in the United States primarily by laws and regulations administered by the U.S. Environmental Protection Agency (EPA), the U.S. Occupational Safety and Health Administration (OSHA), the U.S. Department of Transportation (DOT), and the U.S. Nuclear Regulatory Commission (NRC). Each has its own definition of a "hazardous material" and may have specific shipping and handling requirements. http://www.ehs.pitt.edu/
Do you require the recipient PI to share results back with you? Yes/No	Is the Material on the federal Select Agent list? Yes (attachment required)/No *If Yes, please attach an approval letter from the appropriate Environmental Health & Safety (EH&S) officer. This is a list of highly regulated biologics and toxins. Please visit the EH&S link below for more information regarding the University's process for the use of Select Agents. Use and transfer of Select Agents requires written approval of EH&S. http://www.ehs.pitt.edu/assets/docs/select-agent-toxins.pdf
Is this a collaboration with the Recipient? Yes/No	

Signature Section:

*Principal Investigator must be a University of Pittsburgh faculty member.

This form can either (1) be signed by the PI and submitted on behalf of the PI; (2) be left unsigned if the PI himself/herself is submitting the form directly to the Office of Research; or (3) be left unsigned if the form is being submitted on behalf of the PI provided that the PI has indicated his/her approval of the contents of the submission form.