

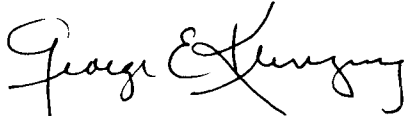


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TO: University of Pittsburgh Faculty and Staff

FROM: George E. Klinzing, Ph.D. 
Vice Provost for Research

DATE: September 15, 2005

SUBJECT: Procedures for Processing Material Transfer Agreements (MTAs)

Over the past few years, we have seen a marked increase in the number of incoming and outgoing material transfer agreements (MTAs) from our researchers. These types of agreements are becoming much more commonplace as research projects and collaborations become more complex and compliance-laden. In an effort to better assess these agreements, the Office of Research has established some procedures for faculty and researchers who may have the need to transfer or receive materials to or from other institutions.

The focal point of these new procedures is the MTA submission form, which must accompany all new incoming and outgoing transfers. We strongly recommend that the faculty member possessing firsthand knowledge of the material being transferred complete the form. The submission form contains general and compliance questions which will provide Office of Research personnel with the information necessary to properly evaluate the agreement. Depending on the type of material, further follow-up may be needed to assure that the University and the researcher are in compliance with all applicable regulations.

Details about these new procedures, along with other helpful information about MTAs can be found on the Office of Research website at <http://www.pitt.edu/~offres/mta.html>. Please take a moment and visit this site. All questions arising from the review of this information should be submitted to the Office of Research either by e-mail at ormta@offres.pitt.edu or by phone at 412-624-7419.

GEK/sjc