

**Materials Transfer Agreements
Guidance for Investigators
at
Boston University & Boston Medical Center**

What is a Materials Transfer Agreement (MTA)?

An MTA is a contract that spells out the conditions under which one organization agrees to transfer to another organization tangible research materials for use in the recipient's research program. These materials include:

- biological materials such as cell lines, plasmids, or vectors;
- chemical compounds; or even
- some types of software.

The MTA customarily defines the rights of the provider and the recipient in:

- the transferred materials;
- any derivatives; and
- "downstream" materials or inventions discovered with the use of the transferred materials.

Why should your MTA be reviewed?

All MTAs must be reviewed to ensure that the conditions imposed will not interfere with downstream rights of our investigator(s) or of our institution or impose unacceptable liabilities.

MTAs with for-profit companies are particularly likely to require careful review and negotiation to protect your interests which may be counter to the commercial interests of companies.

MTAs with other academic institutions and with Federal agencies? are usually easier to finalize. MTAs with academic institutions often utilize the Uniform Biological Materials Transfer Agreement, to which many academic institutions are signatories.

Where should you submit your MTA to be reviewed?

In-coming Materials: Your MTA should be reviewed by:

Medical Campus (BUSM, SPH, SDM)
Office of Research Administration (ORA)
Karen A. Mullin, J.D., LL.M.
Boston University Medical Campus
Office of Research Administration
715 Albany Street, 921
(85 E. Newton St., Ste 921 for overnight deliveries)
Boston, MA 02118
Tel. (617) 638-5263
Fax (617) 638-4686

Boston Medical Center
Ellen Jamieson
Grants Administration Office
Gambro Building, 2nd Floor
660 Harrison Avenue
Boston, MA 02118-2393
T: 617.414.5650
F: 617.414.2870

Charles River Campus
Dennis Hart, Associate General Counsel
Office of the General Counsel
125 Bay State Road
Boston, MA 02215
T: 617-353-2326
F: 617-353-5529

Out-going Materials: Your MTA should be reviewed by:

Office of Technology Transfer
108 Bay State Road
Boston, MA 02215
Phone: (617) 353-4550
Fax: (617) 353-6141
Email: otd@bu.edu

What important additional compliance responsibilities may be associated with your MTA?

- Work with rDNA and biohazardous materials, including human blood, tissues, cells & cell lines must be pre-approved by the Institutional Biosafety Committee (IBC) at <http://www.bumc.bu.edu/Dept/Content.aspx?DepartmentID=357&PageID=5571>
- Work with human blood, tissues, cells & cell lines must be pre-approved by your Institutional Review Board (IRB)
BUMC-IRB at <http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=293>
CRC-IRB at <http://www.bu.edu/osp/irb/index.html>
- Work with live vertebrate animals must be pre-approved by your Institutional Animal Care & Use Committee (IACUC)
BUMC-IACUC at <http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=293>
CRC-IACUC at <http://www.bu.edu/animal/>
- Shipping Training must be completed by all personnel who ship human or animal specimens of a research or clinical nature, biohazardous materials (including Select Agents) or hazardous chemicals. For information, contact:
CRC Office of Environmental Health & Safety <http://www.bu.edu/ehs/>
BUMC Office of Environmental Health & Safety
<http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=124>
- If you plan to use the materials you will receive in a new research project outside the scope of your existing research funding sources, you should contact your research administration office for assistance in seeking research funding from an appropriate source and file a conflict of interest disclosure with that office:.
CRC-OSP <http://www.bu.edu/osp/>
BU Med Campus ORA <http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=279>
BMC Grants administration <http://www.bmc.org/grants/>
- Export-controlled technologies or materials may be subject to regulation. For information, contact
CRC-OSP <http://www.bu.edu/osp/>
BU Med Campus ORA <http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=279>
BMC Grants administration <http://www.bmc.org/grants/>