Request and Certification for Material Transfer Agreement

**Introduction:** To request a proposed Material Transfer Agreement (MTA), please complete and sign this MTA Request and Certification Form and send it to [materials@gwu.edu](mailto:materials@gwu.edu). All MTAs require review and approval by Office of the Vice President for Research (OVPR). An MTA is a contract between institutions that describes the terms of transfer of research materials from the provider institution to the recipient. The purpose of the MTA is to protect the intellectual property and ownership rights, as well as other rights, of the provider while permitting research with the material. GW is a signatory to the Uniform Biological Material Transfer Agreement (UBMTA) master agreement as established on March 8, 1995. Receiving or providing research materials under the UBMTA requires signing of the Implementation Letter certifying that the recipient organization has accepted and signed an unmodified copy of the [UBMTA Master Agreement](https://autm.net/surveys-and-tools/agreements/material-transfer-agreements/mta-toolkit/uniform-biological-material-transfer-agreement). Some research institutions, which are not signatories of the UBMTA master agreement, and most companies require signature on their own MTA form as a condition of providing their material to GW. Such individual MTAs require additional time to negotiate and finalize acceptable terms and conditions. Your MTA request will be routed to the appropriate person in the OVPR for review and signature.

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| **MTA Review Checklist/Questions:** Please complete the following to help expedite MTA processing: | | | | | | | | | |
| GW is the: | Provider | | Recipient of the materials to be transferred under the proposed MTA. | | | | | | |
| GW Requesting Scientist (and faculty member’s lab if different): | |  | | E-mail Address: | | | | | |
| The other Party’s name: | |  | | Non-Profit Institution | | For Profit Institution | | | |
| Name of other Party’s scientist: | |  | | | E-Mail: | | | | |
| **For the following, please explain any “Yes” answers in the space provided below or in an attachment:** | | | | | | | | | |
| 1. Have you worked with this Material before with the other party? | | | | | | | Yes | No |
| 2. Will any sponsored research/project funding be involved in or supporting the work performed with these Materials (If so, please provide the Award Number/PTA with answer below)? | | | | | | | Yes | No |
| 3. Is there anything about the Material that is hazardous in nature, involves Select Agents, pathogens, dual use research of concern ("DURC") or other characteristics requiring export control, special handling or protections in how the Materials are shipped, stored or used?[[1]](#footnote-1) | | | | | | | Yes | No |
| 4. Are any IRB/IACUC/Institutional Biosafety Committee (IBC)/Radiation Safety Committee (RSC) approvals required.[[2]](#footnote-2) | | | | | | | Yes | No |
| 5. Do you, or any immediate or close family member, have any conflicts of interest as described in GW's [Policy on Conflicts of Interest for Faculty and Investigators](http://my.gwu.edu/files/policies/ConflictofInterestandcommitment.pdf)  with the provider or recipient of the material, as applicable? | | | | | | | Yes | No |
| 6. Do you anticipate that an invention or a modified research material will result from your use of the Material? | | | | | | | Yes | No |
| 7. Do you have any existing patent(s), pending patent application(s), or license agreements related to the Material? | | | | | | | Yes | No |
| 8. If GW is providing Material, was it developed in your lab? Does it incorporate or derive from any other source? | | | | | | | Yes | No |
| 9. If GW is providing Material, will the recipient be charged anything other than a nominal fee for the transfer? | | | | | | | Yes | No |

**Please provide a brief description of the Material in the space below, including quantity. If you answered “Yes” to any question, please state the question number and add a brief explanation.**

**Requesting Scientist Certification:** As the GW Scientist requesting this MTA, I agree to abide by the terms of the MTA and will comply with all requirements of any applicable sponsored project agreement, as well as all applicable GW policies and/or approvals required by such policies, including but not limited to, any requirements for Human Subject Research, Care and Use of Animals, Select Agents and Pathogens, rDNA, Use of Radioactive Materials, Export Control, or any other applicable GW policy or research committee requirements such as the IRB, IACUC, Institutional Biosafety Committee, Radiation Safety Committee, Export Control Officer or other applicable approval committees.

GW Scientist (Requesting/Providing Materials) Signature Date

1. See GW's Policies on Select Agents [http://my.gwu.edu/files/policies/SelectAgentsPolicyFINAL.pdf](http://my.gwu.edu/files/policies/SelectAgentsPolicyFINAL.pdf%20) and

   Export Control <http://my.gwu.edu/files/policies/ExportControlFINAL.pdf> and

   for information on DURCs see [this link](https://osp.od.nih.gov/biotechnology/dual-use-research-of-concern/). [↑](#footnote-ref-1)
2. See GW's Policies on [Human Subject Research,](http://my.gwu.edu/files/policies/HumanSubjectsFINAL.pdf) [Care and Use of Animals](http://my.gwu.edu/files/policies/UseofAnimalsFINAL.pdf)[, Select Agents and Pathogens](http://my.gwu.edu/files/policies/SelectAgentsPolicyFINAL.pdf), [rDNA,](http://my.gwu.edu/files/policies/rDNAFINAL.pdf) [Use of Radioactive Materials](http://my.gwu.edu/files/policies/RadioactiveMaterialsFINAL.pdf) [↑](#footnote-ref-2)