

# Guide

Revised 3.12.24

## Material Transfer Agreement (MTA)

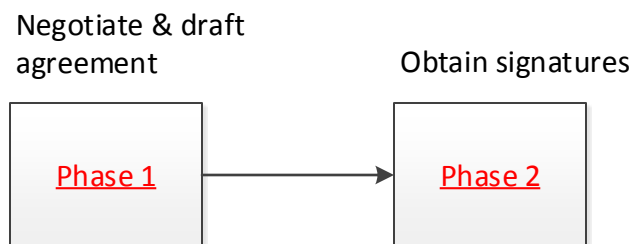
### Important Notes

A Material Transfer Agreement (MTA) is a written contract between two or more organizations that covers the transfer of tangible research materials. It defines the terms and conditions under which one entity – the provider – is making the material available to the other – the recipient – for the recipient’s research purposes. The purpose of the MTA is to identify and protect any intellectual and other property rights of the provider, while permitting use of the material for a limited and specified research purpose by the recipient. These agreements generally identify the specifics of the material to be transferred, describe the terms and purpose of the exchange, publication rights, liability issues, confidentiality and any intellectual property rights to the material itself as well as any derivatives.

Inbound MTAs are reviewed and processed for AAMU institutional signature by the Office of Research Compliance(ORC). Investigators and research staff should not sign and return MTAs to material providers themselves.

For questions, email: [research.compliance@aamu.edu](mailto:research.compliance@aamu.edu)

### Index of Process Maps



### Glossary

**ORC** – Office of Research Compliance

**MTA** – Material Transfer Agreement

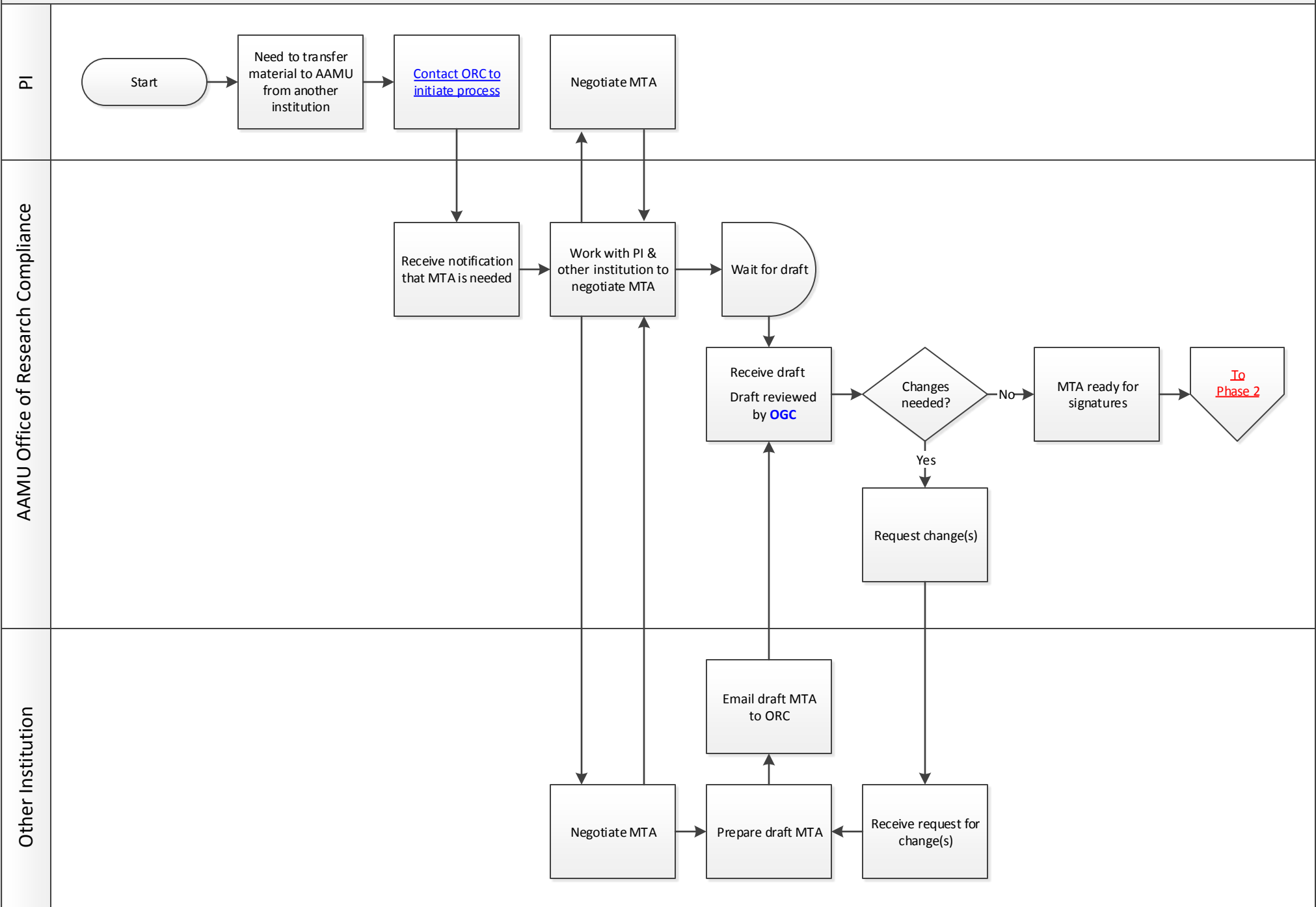
**PI** – Principal Investigator

**OGC** – Office of General Counsel

# AAMU Material Transfer Agreement (MTA) process

# Phase 1

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# AAMU Material Transfer Agreement (MTA) process

# Phase 2

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