

Memorandum

To: University Research Community

From: Roberto M. Gutierrez
Associate Vice President for Research
Office of Research and Economic Development

Subj.: Material Transfer Agreements (MTAs) in Furtherance of Research

Date: October 7, 2022

The Office of Research and Economic Development (ORED) would like to remind the university research community that a Material Transfer Agreement (MTA) is needed whenever there will be a transfer of research materials (biological materials, such as reagents, cell lines, cultures, plasmids, vectors, nucleotides, proteins, bacteria, transgenic animals, pharmaceuticals, chemicals, and other proprietary physical materials) between researchers at different organizations in furtherance of research initiatives.

This includes instances where FIU researchers are either providers (outgoing) or recipients (incoming) of research materials.

An MTA is a written contract between a provider and a recipient of research materials which details the rights of the parties as relates to the material being transferred including regarding publication, the research that may be conducted, confidentiality, intellectual property as well as modifications and derivatives made by the recipient of the provided research materials. **Research materials may not be accepted (incoming) or sent (outgoing) by university personnel without a fully executed MTA between the university and the external entity.**

Please note that MTAs (both incoming and outgoing) must undergo a compliance review to ensure that the appropriate compliance protocols are in place (as applicable) for Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), Institutional Biosafety Committee (IBC) as well as any applicable Conflict of Interest (COI) and export control requirements. International shipments of research materials need to comply with the university's international shipping review process as detailed at <https://exportcontrol.fiu.edu/activities/ship-abroad/>.

If you require an incoming or outgoing MTA then please submit a [Material Transfer Agreement Request Form](#) to oredagremnts@fiu.edu.

If you have any questions about the MTA process then please contact Ana Villafana, Associate Director of Award Services at avillafa@fiu.edu or 305-348-0521.