

Please contact Dr. Xi Fang ([xifang@ucsd.edu](mailto:xifang@ucsd.edu)) to initiate the MTAs.

Related information about UCSD Material Transfer Agreements (MTAs).

<https://blink.ucsd.edu/research/conducting-research/mta/about.html#Request-Process>

# Requesting MTAs

Last Updated: April 6, 2021 3:54:45 PM PDT

## How to request Material Transfer Agreements (MTAs).

### Step 1. Submit an eMTA Record

All material transfer agreements that involve sending or receiving tangible research materials must be routed through [eMTA](#).

**Providing incorrect or incomplete information may cause delays.**

**Kuali COI update:** With the launch of [Kuali COI](#), PDF forms are no longer accepted or necessary. If a COI disclosure is required, a Kuali system-generated email will be initiated by Conflict of Interest.

---

### Step 2. MTA Helpdesk Triage eMTA Record

MTA requests are triaged to either OCGA or OIC depending on the type of request.

[Office of Contract and Grant Administration](#) (OCGA)

- Incoming materials that do not include payment terms
- Outgoing human, biological materials
- Materials that were originally received from another entity and unmodified by UCSD

[Office of Innovation and Commercialization](#) (OIC)

- Outgoing UC San Diego intellectual property (e.g. patentable material or UC San Diego developed technology)
- Outgoing materials that include reimbursement, see below on [Reimbursements for materials](#)

**Requests are triaged in the order received.**

---

## Step 3. Negotiation time

MTA requests are triaged in the order they are received based on complete and accurate information. Once triaged, the MTA request will be assigned to the appropriate MTA Staff. The terms of an MTA must be developed and carefully negotiated to maintain our legal obligations as a public university, to ensure we follow UC policy in alignment with [Principles Regarding Future Research Results](#). Negotiation time will vary based on:

- Sufficient and detailed information provided in the eMTA request
- Type of material being transferred
- Value and novelty of the material (e.g. "state-of-the-art" materials may include more restrictive terms)
- Complexity of the terms

---

## Step 4. Execution of Agreement

Once negotiation is finalized the MTA will be signed by the authorized representatives and the fully executed MTA will be uploaded to the eMTA record.

**Only OCGA and OIC have the delegated authority to sign MTAs on behalf of UC San Diego.**