Material Transfer Agreement Process

START

PI decides to receive or provide materials

PI completes Inbound or Outbound MTA Questionnaire and sends it to PreAward

PI decides to receive or provide materials

PreAward reviews Provider’s contract and identifies changes needed

Incoming

PreAward prepares agreement and sends it to Recipient

Outgoing

Recipient reviews agreement and sends comments to PreAward

PreAward incorporates HSC Legal’s comments and sends revised agreement to Provider

PreAward and other party negotiate

Are other party and PreAward in agreement?

NO

PreAward and other party negotiate

YES

Documents are prepared for Signature

OR

Other party signs agreement and sends it to PreAward

PreAward obtains UNMHSC binding signature and sends to other party

PreAward obtains UNMHSC binding signature and sends to other party

Other party signs agreement and sends it to PreAward

PreAward sends copy to PI

END