

## Material Transfer Agreement

A Material Transfer Agreement (MTA) is a contract that governs the transfer of materials between institutions for use in research. Materials may include cell lines, plasmids, nucleotides, proteins, transgenic animals, plant varieties, bacteria, pharmaceuticals and other chemicals.

<b>Issues and Concerns</b>	<b>Individual / Office Responsible for compliance and/or review</b>
Compliance with terms and conditions of the MTA and Colgate policies and protocols.	Faculty member
Biosafety	Environmental Health & Safety
Intellectual property	Vice Provost
Contract terms and conditions	Purchasing / Risk Manager
Authorized signature	< \$10K - Director of Purchasing, > \$10K - AVP & Controller, > \$50K - VP FinAdmin
Sponsored research record keeping	CFGR

### Proposed Procedure - June 15, 2022

- PI places the requisition in Banner.
- Purchasing places the Banner PO with the vendor (including all the usual approvals).
- MTA sent from vendor to PI and Purchasing
- Purchasing sends MTA for approval to:
  - EHS for biosafety protocol review
  - Vice Provost for Intellectual Property review
  - Purchasing for Contract review (who will escalate to Risk Management if needed)
  - cc to CFGR and PI
- Purchasing sends MTA to Signatory after approvals
  - based on dollar amount (<\$10K - Director of Purchasing, >\$10K Controller, >\$50K VP FinAdmin)
- Purchasing sends the signed MTA to:
  - PI
  - CFGR
- CFGR maintains a file