

**RIS – Research Contracts Incoming MTA/DTA Form**

In order to process your request for an MTA/DTA, please:

* fill in the form
* create a contract request via Worktribe and link it to the current project Worktribe (if applicable) <https://www.ucl.ac.uk/research-innovation-services/research-services/training-and-support/worktribe-support/how-guides/creating-worktribe-contract>
* upload the completed Incoming MTA/DTA Form to the Documents tab of the contract request
* submit the contract request
* note the Worktribe Contract Request ID number for use in internal and external communication.

**Please note:**

**MTAs/DTAs are legally binding contracts and as such, should be reviewed and where appropriate negotiated by our team and signed by an authorised signatory.**

**MTAs/DTAs may take several weeks to complete, especially if the other party is located abroad or the MTA/DTA is complex or involves multiple parties.**

**Incoming Material/Data Transfer Agreements**

In order for us to review and arrange signature of the MTA/DTA as quickly as possible, please fill in the details below and sign the completed form.

**1.** **Contact Details**

|  |  |  |
| --- | --- | --- |
| **a.** | **UCL Recipient Academic/Researcher** |  |
|  | Name: |  |
|  | Department: |  |
|  | E-mail: |  |
|  |  |  |
| **b.** | **Provider** |  |
|  | Please provide the following information if it does not appear on the MTA/DTA**:** |  |
|  | Name of the Provider organisation: |  |
|  | Address: |  |
|  |  |  |
|  | Is the Provider a non-profit organisation? | Yes No |
|  | Name of the Providing Scientist/Researcher: |  |
|  | Name and email address of the relevant contact at Provider organisation (along with their title/capacity): |  |

**2. Materials**

|  |  |
| --- | --- |
| Materials name and type (e.g. protein/antibody, cell line, plasmid, gametes, embryo (outside the body), stem cells, human cells/tissue/organ, blood or blood components, genetically modified organisms/animals, chemicals etc.): |  |
| Where the material comprises or includes any data, will such data include any personal and/or pseudo anonymised data (such as name, address etc. of a person)? | Yes No |
| Where this is a DTA will such data include any personal and/or pseudo anonymised data (such as name, address etc. of a person)? | Yes No |
| Please provide a brief description of the Data being received. |  |
| Where you are receiving pseudo anonymised or  personal data do you have ethical approval, if required? | Yes No |
| If required, have you completed a DPIA?  If, yes please upload the completed DPIA to the Worktribe Contract Request. | Yes No |
| Quantity of the Materials to be received. |  |
| Approximate date of creation: |  |
| Do the materials contain biological material (Human Tissue/Animal)? | Yes No |
| If yes, do you have ethical approval? | Yes No |
| Will UCL pay any cost associated with receiving the Materials/Data (e.g., shipping, handling, preparation fee)? | Yes No |
| If so, may you please advise the amount to be paid? |  |
| Will UCL pay an access fee/price for the Materials/Data in addition to the associated costs (above) charged to UCL? | Yes No |
| If so, may you please advise the amount of the fee/price? |  |
| Will any confidential information be supplied along with the Materials/Data? | Yes No |
| Can the Materials be obtained from elsewhere? | Yes No Don’t Know |

**3.** **Research Project**

|  |  |
| --- | --- |
| Please provide the title and a brief summary of the research for which the Materials/Data shall be used: |  |
| Are there any other persons at UCL who will use the Materials/Data? | Yes No |
| If yes, please provide their details. |  |
| If they are a student, please advise if they are registered as a Masters or PhD student at UCL and whether the use of the materials is part of a funded studentship for that student. |  |
| Are those persons under your direct supervision/control? | Yes No |
| What is the term of the research project for which the Materials/Data will be used? |  |
| Will the Materials/Data be used by UCL in a clinical trial? | Yes No |
| How is the work in which the Materials will be used funded? Please upload a copy of the funding agreement to the Worktribe Contract Request. |  |
| Is this MTA/DTA part of a collaboration or research agreement? | Yes No |
| If yes, please provide further details and a upload a copy of the agreement(s) to the Worktribe Contract Request. |  |
| If it is part of a larger collaboration, does UCL need to have the right to send the Materials/Data to a party to that collaboration? | Yes No |

**4. Intellectual Property**

|  |  |
| --- | --- |
| Are you aware of any other existing agreements relating to the Materials/Data (e.g. research contracts, collaboration agreements, consultancies, other MTAs/DTAs)? | Yes No |
| If yes, please provide further details. Please upload these agreements to the Worktribe Contract Request. |  |
| Is there any likelihood of generating any improvements/results that are distinct or severable from the Materials/Data (Data set)? | Yes No |
| If yes, do you think such improvements/results may have significant commercial application?  If yes, have you discussed this with UCLB? | Yes No |
| If yes, have you discussed this with the Departments UCLB Business Manager? | Yes No |
| Is it important to ask the Provider to grant UCL a licence in the non-severable modifications and improvements for UCL’s internal research and academic use? | Yes No |
| Are you content with any clauses that: |  |
| - impose delays/restrictions on publications? | Yes No |
| - claim rights to arising intellectual property e.g. patents? | Yes No |
| - require to submit reports on the results of work using the Materials/Data? | Yes No |
| If no, please provide further details: |  |

**5.** **Risks**

|  |  |
| --- | --- |
| In your opinion, is there any heightened or particular risk of a third party claim as a result of UCL’s use of the Materials/Data? | Yes No |
| If yes, please provide further details: |  |

**6.** **Other**

|  |  |
| --- | --- |
| Are there any other comments in relation to this agreement? | Yes No |
| If yes, please provide details. |  |

**7. Declaration**

**By submitting this form, I certify that the above information is, to the best of my knowledge and belief, complete and accurate.**

**Name:**

**Signature:**

**Date:**