

**RIS - Research Contracts - Outgoing MTA/DTA Form**

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

* read the notes below
* 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 Outgoing 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.**

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

**Outgoing Material/Data Transfer Agreements**

In order for us to draft 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 Providing Academic/Researcher** |  |
|  | Name:  |  |
|  | Department:  |  |
|  | E-mail: |  |
|  |  |  |
| **b.** | **Recipient** |  |
|  | Name of the Recipient organisation: |  |
|  | Address: |  |
|  |  |  |
|  | Is the Recipient a non-profit organisation?  | [ ] Yes [ ] No |
|  | Name of the Recipient Scientist/Academic/Researcher: |  |
|  | Name and email address of the relevant contact at Recipient 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.):  |  |
| Quantity of the Materials to be supplied: |  |
| Approximate date of creation:  |  |
| Do the materials contain biological material (Human Tissue/Animal)? | [ ] Yes [ ] No |
| Are the Materials pathogenic?  | [ ] Yes [ ] No |
| 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 sent. |  |
| How was the creation of the Materials/Data funded? |  |
| Were the Materials/Data created using any third party material or IP?  | [ ] Yes [ ] No |
| If yes, has permission been obtained allowing you to send the Materials/Data to other parties? | [ ] Yes [ ] No |
| Will the Recipient pay UCL for any cost associated with the transfer of the Materials (e.g., shipping, handling, preparation fee)?  | [ ] Yes [ ] No |
| If so, may you please advise the amount to be paid? |  |
| Will the Recipient pay an access fee/price for the Materials/Data in addition to the associated costs (above)? | [ ] Yes [ ] No |
| If so, may you please advise the amount of the fee/price? |  |
| Will any confidential information be supplied along with the Materials?  | [ ] Yes [ ] No |

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

|  |  |
| --- | --- |
| Please provide the title (if known) and a brief summary of the research for which the Materials/Data shall be used: |  |
| What is the term of the research project for which the Materials/Data will be supplied? |  |
| Will the Materials/Data be used by Recipient in a clinical trial?  | [ ] Yes [ ] No |
| Is this MTA part of a collaboration or research agreement with the Recipient?  | [ ] Yes [ ] No  |
| If yes, please provide further details. Please upload a copy of the agreement to the Worktribe Contract Request. |  |
| Has the Recipient requested the right to send the materials/data to another party? | [ ] Yes [ ] No |
| If so, please provide details: |  |

**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. |  |
| Likelihood of the research using the Materials/Data producing improvements/modifications to the Materials/Data: | [ ] Expected [ ] Not Expected  |
| If answer to the above is ‘Expected’, is it important for UCL to ask for IP ownership in such improvements/modifications to the Materials/Data?  | [ ] Important [ ] Not Important  |
| Is there any likelihood of generating any improvements/results that are distinct or severable from the Materials/Data? | [ ] Yes [ ] No |
| If yes, do you think such improvements/results may have significant commercial application? | [ ] Yes [ ] No |
| Is it important to ask the Recipient to grant UCL a licence in the results for UCL’s internal research and academic use?  | [ ] Important [ ] Not Important |

**5. Risks**

|  |  |
| --- | --- |
| Is there a heightened or particular risk of a third party claim arising out of the transfer of these Materials/Data (i.e. have you identified a specific risk/third party claim arsing as a result of Recipient’s use of the Materials- eg Data subject or a Funder or a Joint Owner, the Owner of the Materials/Data)? | [ ] Yes [ ] No |
| If yes, please provide 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:**