

## Overview of Material Transfer Agreements at GSU

### OUTGOING MATERIALS (“I’m sending materials to another party”)

Before a faculty member can arrange to ship biological, chemical, radioactive, or other materials to an outside party for research, the procedures below should be followed.

#### STEP 1

The faculty member must completely fill out a [Request for Outgoing Materials form](#). The completed form should be sent to the Office of Legal Affairs at [mtagsu@gsu.edu](mailto:mtagsu@gsu.edu). The Office of Legal Affairs will alert the Office of Research Integrity to the request.

#### STEP 2

The Office of Legal Affairs will review the Request for Outgoing Materials to determine if there are any potential legal issues involving the proposed provision of the materials. As part of the review, the legal staff will check a database for federal regulations that could prohibit us from providing the materials to the designated recipient. Restrictions may apply to either the materials or the recipient indicated in the Request for Outgoing Materials. In order to complete this review, the legal affairs staff may need to contact the faculty member for additional information.

#### STEP 3

If there are no legal obstacles to the transfer, the Office of Legal Affairs will prepare a Material Transfer Agreement and send it to the appropriate person at the recipient’s institution. The other party may request revisions to the agreement. The Office of Legal Affairs will work with the other party in an attempt to reach an agreement that is satisfactory to both. If successful, the recipient institution will be asked to sign the agreement and e-mail it to the Office of Legal Affairs. We will then present it to the Chair of the Georgia State University Research Foundation for countersignature.

#### STEP 4

Once the agreement has been fully executed, the Office of Legal Affairs will advise the faculty member at Georgia State University that the material may be shipped to the recipient institution.

### INCOMING MATERIALS (I’m receiving materials from another party”)

If a faculty member wishes to receive material from an outside party, the other party should provide a material transfer agreement pertaining to the substances that will be sent to the University and the steps below will be followed.

#### STEP 1

Please send any such agreement, along with a completed [Routing Form for Incoming MTAs](#) to the Office of Legal Affairs at [mtagsu@gsu.edu](mailto:mtagsu@gsu.edu) for review. The legal staff will forward the Routing Form to Institutional Biosafety for review. The legal staff will work with the other party to reach an agreement that is satisfactory to both sides.

## **STEP 2**

Once we have come to terms with the other party, the Office of Legal Affairs will send the agreement to the Vice President for Research to sign on behalf of Georgia State University.

## **STEP 3**

After we have obtained signature on behalf of the University, we will return it to the other party for execution with instructions to provide us with a copy of the fully-signed agreement.