



UNIVERSITY of MASSACHUSETTS

Technology Transfer Office

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Technology Transfer Office

LAUNCHING IDEAS

Materials Transfer Agreement (MTA) Quick Guide for Researchers - (December 2014)

1. If you wish to send or receive materials for research purposes, please contact TTO early in the process so we can take the burden of paperwork off your shoulders. Call us, we'll help you through the process: 577-2126
2. Download an MTA Request form from the TTO website, fill out as much information as you can, and email to TTO. (tto@umass.edu)
3. Send TTO any agreements which a Provider party has sent to you. We'll review and advise on how to proceed.
4. TTO will communicate with the other party to work out any agreement terms that may be contrary to UMass researchers' interests.
5. TTO will let you know when your signature is required to fully execute the MTA.
6. In most cases TTO takes care of emailing, postal mailing or UPS delivery of documents if required.
7. Payments: If payment is required, please make arrangements through your department for paying an invoice, or shipping and handling.

These guidelines establish the principals and procedures to be followed whenever the University provides tangible materials to, or receives tangible materials from an outside source. The full Policy, DOC.T96-040, can be reviewed on the Board of Trustees website. <http://www.umassp.edu/bot/policies> and <http://www.umassp.edu/sites/umassp.edu/files/content/policies/board/academic/IntellecPropUMA-Boston.pdf> - Article D. Administrative Procedures – Tangible Research Materials (page -106.8- (UMA & UMB)