

Material Transfer Agreements (MTA) and/or Data Transfer Agreements (DTA) Checklist

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	1. Is there a detailed description of material(s) being transferred (name, formula, strain/quantity/gender, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the material(s) being sent/received de-identified?
<input type="checkbox"/>	<input type="checkbox"/>	2a. If yes, is it clearly stated which elements will be de-identified? (For example, first name, last name, date of birth, MRN) Safe Harbor De-Identification [PDF]
<input type="checkbox"/>	<input type="checkbox"/>	2b. If yes, has the method of de-identification been discussed? Guidance Regarding Methods for De-identification
<input type="checkbox"/>	<input type="checkbox"/>	2c. If no, what specific identified data will be provided?
<input type="checkbox"/>	<input type="checkbox"/>	3. Has a detailed description of the research purpose been provided?
<input type="checkbox"/>	<input type="checkbox"/>	4. Has the format in which the material(s) will be transferred stated? For example, secure encrypted email, thumb drive, paraffin embedded tissue.
<input type="checkbox"/>	<input type="checkbox"/>	5. Does the agreement include when the transfer of material(s) will occur?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is there a signed "Uniform Biological Material Transfer Agreement" (UBMTA) implemented by NIH? For institutions that have signed the UBMTA Master Agreement, materials can be transferred under the terms of the UBMTA upon execution of a "Letter Agreement" for the particular transfer. A copy of the Letter Agreement and a list of participating institutions are available at www.autm.net .
<input type="checkbox"/>	<input type="checkbox"/>	6a. If yes, has a "Letter of Agreement" been executed?
<input type="checkbox"/>	<input type="checkbox"/>	7. Does the information in the MTA/DTA match the IRB application in ERICA?
<input type="checkbox"/>	<input type="checkbox"/>	8. Does the information in the MTA/DTA match the study protocol?
<input type="checkbox"/>	<input type="checkbox"/>	9. Does the information in the MTA/DTA match each consent form used for the study?

Study: _____

IRB #: _____

PI: _____

<input type="checkbox"/>	<input type="checkbox"/>	10. Was any part of the material to be transferred obtained under an MTA or any other restriction(s)? (e.g. commitments to funding agency, purchase agreement, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	10.a If yes, have the commitments, restrictions, and MTA number (if known) been listed?
<input type="checkbox"/>	<input type="checkbox"/>	11. Was anything used to produce the material(s) to be transferred been obtained under an MTA or other restriction?
<input type="checkbox"/>	<input type="checkbox"/>	11.a If yes, have the provider(s), material(s), restrictions, and MTA number (if known) been listed?
<input type="checkbox"/>	<input type="checkbox"/>	12. Does the agreement clearly discuss if and how any research results related to the material will be published or presented?
<input type="checkbox"/>	<input type="checkbox"/>	13. For any material transferred to/from the USA, has the Office of Foreign Influence been notified?
<input type="checkbox"/>	<input type="checkbox"/>	14. Has a Material(s) Tracking Log been created for the study? <i>If no, a "Sample Tracking Log" template can be found here:</i> https://qualitycompliance.research.utah.edu/toolkit.php