onlineMTA Training Guide
for Principal Investigators and Associated Staff

Version 1.4
Office of Intellectual Property
11000 Kinross Ave., Suite 200
Los Angeles CA, 90095
uclamta@research.ucla.edu
# Table of Contents

## Getting Started
- Introduction 3
- Key Points 3
- The Login Process 4
- My Home 4

## MTA Request
- New MTA Request 5
- Material Information 7
- Provider/Recipient Information 8
- Requested Material Information 12
- Proposed Use of the Material 15
- Funding Source 17
- Intellectual Property 18
- Export Control 19
- Conclusion of MTA Request Form 20

## Project Workspace
- onlineMTA Project Workspace 20
- My Activities 22
- Current State 22
- History and Documents 23
- My Home 23
- Conclusion 23
Introduction

Welcome to the onlineMTA training course!

The goal of this manual is to familiarize Principal Investigators (PI) and their associated staff with the onlineMTA system so they can perform the following.

- Working knowledge of the layout and functions of all of the onlineMTA system.
- How to submit a request for a new MTA.
- How to review the status of all agreements a P.I. has with onlineMTA.

Key Points

The following are some key points to keep in mind while we review onlineMTA

1. Any question marked with an asterisk (*) is required.
2. At any point, press the F5 key to refresh the current window.
3. At any point, select “Save” in the upper toolbar to save progress and select “Exit” to exit the submission progress so you may return and finish the submission later without losing any unsaved information.
4. The “Jump To” drop down list can take you to any valid portion of the Request Form immediately.
The Login Process

Go to the OIP-ISR Website http://www.oip.ucla.edu to locate the link to onlineMTA. On the main menu, select “Login” in the upper-right corner.

Enter the Principal Investigator’s user name and password. This information is the same as the PI’s logon ID and password:

![Sign In Form]

My Home

My Home is the folder for the PI where a New MTA Request can be made or older MTA Requests can be reviewed.

![Folder for Joe Bruin]

- 4 -
There are two tabs located near the middle of the screen:

**Inbox:** In the Inbox tab, you can review all the MTA Requests that are in “Pre-submission” status and have yet to be completed and submitted for review.

**All My MTAs:** this tab allows you to review the status of all the MTA Requests that have been submitted after July 1, 2009.

**New MTA Request**

To begin, we’ll work through the submission process of *onlineMTA* by creating a new request. We’ll do this by making a new request for a fictional PI, Dr. Joe Bruin. Questions will be answered as though Dr. Bruin or one of his lab assistants were completing the form for illustrative purposes, but when you are completing the form, complete all areas as they are applicable to your request.

*onlineMTA* can be used for any MTA Request, whether it’s for incoming materials from another provider or for outgoing materials to send to another recipient.

Getting started, we will request material known as Kryptonite from the University of Southern California.

In the left corner of the new screen, select “New MTA Request”:
1.0: Click on the “Select” button next to Principal Investigator:

**Investigator Information**

<table>
<thead>
<tr>
<th>1.0</th>
<th><em>Principal Investigator:</em> [None] [Select..]</th>
</tr>
</thead>
</table>

If you do not have Policy 900 status or if the investigator’s name is not listed, please find an explanation of Policy 900 and Exception Letter status: [http://www.adminpol](http://www.adminpol)

Please also contact our office so that we may provide you with instructions.

In the pop up box, search for the PI name, select it and click OK:

- Allen
- Steven
- Click Commerce
- Bruin
- Joe
- MEDICINE-CARDIOLOGY
- Gorelik
- Yana
- IRB
- Heidebrecht
- Murray
- Click Commerce

1.1: Enter any UPS recharge ID information if the PI wishes to expedite the shipping of original documents.

1.1

Please provide your Recharge ID number for mailing your documents. Assistance.

Recharge ID (UPS Preferred):

- - - -

2.0: Add any additional research staff that may be involved with the research.

2.0

**Research Staff Information:**

Add

<table>
<thead>
<tr>
<th>Name</th>
<th>Investigator Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

**NOTE:** You MUST assign yourself as either a PI or Research staff in order to proceed with this request.
Material Information

3.0 and 4.0: Click “No” for both 3.0 and 4.0 since the material Dr. Bruin is receiving is not going to be used in or on humans and the cost of the Material is below $5,000.

Requires Material Transfer Agreement

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>* Will the Material you are receiving or providing be used in or on living humans?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Clear</td>
</tr>
</tbody>
</table>

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>* Are you purchasing the Material for $5,000 or more?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Clear</td>
</tr>
</tbody>
</table>

If the answer to either of these questions is “Yes” the following information is displayed and the PI should go to the following links as applicable.

Once this page is complete, select “Continue” in the lower-right corner to proceed. This will generate a new MTA number for the Agreement and there may be a short delay as the request is processed. If there is an error or missing information, red text will appear in the upper-part of the page indicating what information must be provided in order to proceed.

1.0: On the next page, indicate whether the material is being sent or received. Dr. Bruin’s Material is coming from another provider so select “Receiving” and then “Continue.”

Receiving or Sending

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>* Please indicate whether you are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receiving Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sending Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clear</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Provider/Recipient Information

1.0: Click “Select” to select the provider of the material.

Begin typing the first few letters of the Provider and select “Find” to search for applicable Provider. Alternatively, select “Find” without any entered information to see the full list of Providers. Selecting “Find” is the only way to search as the “Enter” key will not work. In this case, Dr. Bruin is receiving material from the University of Southern California (USC).

Once the Provider is located, select the radio button and click “OK” to make the selection and close the window.

1.1: If the Provider/Recipient name is not on the list, enter the information in 1.1 and the Provider/Recipient will be added to the list.
For-Profit or Non-Profit?

2.0: Indicate if the Provider is a non-profit or a for-profit entity. In this case, USC is an academic institution and non-profit.

<table>
<thead>
<tr>
<th>2.0</th>
<th>* Is Provider a non-profit or a for-profit entity?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>◐ For Profit</td>
</tr>
<tr>
<td></td>
<td>◐ Non Profit</td>
</tr>
<tr>
<td></td>
<td>Clear</td>
</tr>
</tbody>
</table>

Domestic or International

For USC, select “Domestic.”

<table>
<thead>
<tr>
<th>3.0</th>
<th>* Is Provider a domestic or an international entity?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>◐ Domestic</td>
</tr>
<tr>
<td></td>
<td>◐ International</td>
</tr>
<tr>
<td></td>
<td>Clear</td>
</tr>
</tbody>
</table>

Upload the MTA

4.0: Most often, a Provider will supply the PI with a copy of its MTA for the transfer of material. If one has been provided, upload the agreement so an MTA Analyst can review the terms.

4.0 | Please upload the Material Transfer Agreement provided to you by the Provider. UCLAMTA@research.ucla.edu or via campus mail to 140607:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Document Name</td>
</tr>
<tr>
<td></td>
<td>There are no items to display</td>
</tr>
</tbody>
</table>
To submit the document, select the “Add” button and then the following screen should appear:

![Image of submission screen]

Select “Browse,” then find and select the file from your hard drive and then select “OK” to submit.

**Provider Contact Information**

1.0 and 2.0: Here is where to supply the Provider’s contact information, both for the providing PI and tech transfer office.

3.0: Select “Yes” or “No” to state who initiated the request of material.

**Non-Profit Provider Information**

<table>
<thead>
<tr>
<th>1.0</th>
<th>Office of Technology Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Contact Name: Bob Smith</td>
<td></td>
</tr>
<tr>
<td>* Email: <a href="mailto:bsmith@usc.edu">bsmith@usc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>
If “For-Profit” was selected for the Provider back in 2.0, the following screen will appear:

<table>
<thead>
<tr>
<th>2.0</th>
<th>Providing PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Contact Name: Dr. Trojan</td>
<td></td>
</tr>
<tr>
<td>* Email: <a href="mailto:trojan@usc.edu">trojan@usc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.0</th>
<th>Did you initiate the request for the Materials?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No Clear</td>
<td></td>
</tr>
</tbody>
</table>

1.0: Enter any contact information here, but the Contact Name and Email are required.

2.0: Download the 700U from the web link and send the completed original form to:

Material Transfer (MTA) Team
Office of Intellectual Property
11000 Kinross Building
Mail Code: 140607.

3.0: Answer “Yes” or “No” for the request of Materials.
# Requested Material Information

**1.0, 2.0 and 3.0:** Complete all applicable questions for the Material that is being requested.

1. **Identify the Material by name:**
   (if multiple materials are being requested please fill out a separate request for)
   
   Kryptonite

2. **Please provide a brief description of the key components of the Material:**
   
   meteorite from the planet Krypton

The MTA Analyst handling the request needs to understand what the material is and the laboratory designation alone does not always indicate what the material actually is.

3. **Material is (check all that apply):**
   - Animal
   - Antibody
   - Tissue/Specimen (Non-Human)
   - Tissue/Specimen (Human)
   - Nucleic Acid
   - Protein
   - Eukaryotic cell line
   - Hybridoma cell line
   - Prokaryotic cells
   - Chemical compound
   - Software
   - Data (non-human)
   - Data (human)
   - Other
**Hazardous or Potentially Hazardous Biological Agents:**

4.0: It’s important to review the check boxes to determine if an IBC approval is needed.

<table>
<thead>
<tr>
<th>4.0</th>
<th>Does the Material involve one of the following hazardous or potentially hazardous agents?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recombinant DNA technology covered under the NIH Guidelines</td>
</tr>
<tr>
<td></td>
<td>Genetically modified organisms (whole plants and animals including rodent cells)</td>
</tr>
<tr>
<td></td>
<td>Infectious Agent (e.g., viruses, bacteria, fungi, parasites, rickettsias, yeasts, ...)</td>
</tr>
<tr>
<td></td>
<td>Infected or potentially infected human materials (include all fluids, tissues, ...)</td>
</tr>
<tr>
<td></td>
<td>Animal or animal specimens known to be reservoirs/vectors of zoonotic disease</td>
</tr>
<tr>
<td>✔</td>
<td>Biological Toxins</td>
</tr>
</tbody>
</table>

5.0: If any of the boxes are selected in Section 4.0, upload the approval here. It’s not necessary to have IBC approval before submitting the MTA Request, but approval is necessary before the MTA is signed.

5.0 | Please upload a copy(ies) of the Institutional Biosafety Committee (IBC) approval and also provide a copy of the approval via email to UCLAMTA@research.ucla.edu. For further information contact EH&S Biosafety at x53323 or biosafety@ucla.edu requiring IBC approval.

<table>
<thead>
<tr>
<th>Add</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There are no items to display</td>
</tr>
</tbody>
</table>

6.0: The last Section to be completed on this page is the origin of the Material. In this instance, Dr. Bruin selects “Other” since the material he is requesting is not human or animal.

6.0 | *Origin of Material*  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Please note: If origin of Material is Animal, please contact the...
If Material is Human in Origin

If you select “Human” in 6.0, when you continue to the next page, answer questions 1.0, 1.1, 2.0 and 2.1:

1.0: The link opens a Microsoft Word document that asks a series of questions to determine if the material requires IRB Approval. If the questionnaire determines the material requires IRB Approval, select “Yes” in 1.0.

1.1: If you answered “Yes” to 1.0, provide the IRB number or upload the IRB approval document in 1.1.

2.0 and 2.1: These two questions involve pluripotent stem cells or “covered stem cell lines.” Refer to the website link in 2.0 if there are any questions and if the answer to 2.0 is “Yes” upload the ESCRO approval and supply your ESCRO approval number in 2.1.
Miscellaneous Information

Complete the following in regards to miscellaneous information about the material.

Proposed Use of the Material

1.0: Outline the intended use or scope of work in Section 1.0. A few sentences are usually sufficient.

2.0: Indicate if any other scientists will be involved in the research in a collaborative capacity.
3.0 and 3.1: Select “Yes” or “No” if any third party materials will be used in the research.

4.0 and 4.1 If the PI will be using his/her own materials in the research, mark “Yes” in 4.0 and identify the materials in 4.1.

5.0: If the answer to 5.0 is “Yes,” consult the Office of Animal Research Oversight (OARO) for more information with the provided web link.

6.0: Selecting a time limit for the research prevents the PI from being obligated by the terms of the MTA indefinitely.

7.0 and 7.1: 7.0 and 7.1 help the MTA Analyst determine if any additional terms need to be included in or removed from the MTA.
8.0: If the answer to 8.0 is “Yes,” you will need to answer another set of IRB and ESCRO questions. Instead of pertaining to the Material, the questions in 8.0 are in regards to the Scope of Work that will be conducted using the Material.

**Funding Source**

1.0, 1.1, 1.2 and 2.0: Information regarding the funding source is needed so the MTA Analyst can determine if the University has any obligations to the funding agency that could conflict with the MTA.

Select “Add” in 1.0 and enter the applicable information in the popup window (1.1 and 1.2) regarding the funding to be used for the research conducted with the Provider’s Material.
**Intellectual Property**

1.0: In this Section, indicate the PI’s view of the likelihood that any intellectual property will be developed from his/her use of the Material. The types of intellectual property that most frequently arise from scientific research are patentable inventions, copyrights and software.

**Intellectual Property**

1.0  * Do you anticipate any intellectual property (e.g., inventions, copyrights, or software) will be developed from your use of the Material?

- Very Likely
- Possibly
- Unlikely
- Unsure
- Clear

To enter additional sources of funding select “Add” again.
2.0 and 2.1: These Sections are the area to disclose if the Scope of Work is relevant to any intellectual property disclosed to the UCLA Office of Intellectual Property and Industry Sponsored Research (OIP-ISR) or elsewhere.

Export Control

1.0 and 2.0: U.S. Federal Law governs the transfer of export controlled materials and technical data. The PI must indicate his/her knowledge of whether the Material or technical data to be received under this MTA is export controlled or not. Serious consequences may arise if answered incorrectly. If there is any doubt regarding export control, please consult the web link or contact Claudia Modlin, Coordinator, Research Policy and Compliance as indicated in 2.0.

Conclusion of MTA Request Form

1.0 and 2.0: Once you make the confirmation in 1.0, follow the directions in 2.0 as applicable and click “Finish” on the right side of the screen.

That’s it! Congratulations! You have successfully completed the MTA Request Form and now all that’s left is to submit the request.
After selecting “Finish” you will be in the onlineMTA Project Workspace.

Although it is finished, the MTA Request is still in the “Pre-Submission” state. In the left column, there are a few options to select in regards to the MTA Request, including:

- **Edit the MTA Request:** Allows you to make any changes before submission.
- **Print-Friendly MTA Request:** Create a print-friendly version of the MTA Request.

My Activities

- **Submit MTA Request:** Completes the MTA Request.
- **Withdraw:** Cancels the MTA Request. Please note: Once “Withdraw” is selected, all information is deleted and the entire process will need to start over.
If the PI is satisfied with his/her MTA Request, select “Submit MTA Request” and the following popup window will appear:

Submit MTA Request

By clicking the SUBMIT button below and submitting this Material Transfer Request Form, you hereby certify that the information provided herein is accurate to the best of your knowledge.

You further certify that you have obtained the necessary approvals or exemptions, if appropriate, from the Institutional Review Board, Embryonic Stem Cell Research Oversight Committee, Environmental Health & Safety, and Animal Research Committee that cover the specific Scope of Work related to this Material Transfer Request.

The PI must certify that all information is correct and that he/she has obtained all necessary approvals. Once “OK” is selected, the MTA Request is submitted for review.
My Activities

In the left side of the MTA Project Workspace, there is a section titled “My Activities”.

Here the PI can choose to “Inactivate” the MTA, which would cancel an MTA Request Form that has been submitted, or “Edit Research Staff” to add or change research staff to the research project.

Current State

Directly above “My Activities” is the “Current State” box, which allows you to view the current status of the MTA Request. In this case, since the MTA Request was just submitted, the status is awaiting review by an MTA Analyst.
History and Documents

In the lower portion of the MTA Project Workspace there are two tabs. One is marked “History” and the other “Documents.”

<table>
<thead>
<tr>
<th>History</th>
<th>Author</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10/12/2009 10:55 AM PDT</td>
</tr>
<tr>
<td>Project Snapshot Generated</td>
<td>Joe Bruin</td>
<td></td>
</tr>
<tr>
<td>MTA Submitted for Review</td>
<td>Joe Bruin</td>
<td></td>
</tr>
</tbody>
</table>

The History tab allows you to view all actions taken in regards to the MTA Request, while the Documents tab displays all documents that have been uploaded regarding this MTA Request.

My Home

To return to the PI Folder select “My Home” in the upper-right corner of the online MTA Project Workspace.

Conclusion

Thank you for taking the time to review the online MTA instruction guide and if you have any questions, please contact us at uclamta@research.ucla.edu