Incoming MTA Process

A Material Transfer Agreement (MTA) is a legal contract used to govern the exchange of research materials between organizations. The Office of Sponsored Programs (OSP) is responsible for negotiating and signing all MTAs for incoming research materials obtained from non-profit academic or government institutions and from for-profit organizations. OSP reviews MTAs to ensure contractual obligations are consistent with The University of Texas policy, federal and state law.

New faculty members should contact their technology transfer office to prepare MTAs for all materials being sent to UTHSCSA before leaving their prior institution. This may take several months to complete.

The UTHSCSA Investigator is responsible for:
- Requesting material directly from the Provider Scientist or Company.
- Sending the Provider the UTHSCSA Agreement Specialist’s contact information to process the MTA, contracts@uthscsa.edu.
- Sending the Agreements Specialist the Provider’s contact information and if available, a MS Word version of MTA.
- Completing the Incoming Materials Questionnaire and returning it by email to the Agreements Specialist. This is required before review of the MTA can be started.
- Signing documents only after the MTA is reviewed and negotiated at OSP.
- Providing a fully signed MTA with P.O. requisitions or to LAR.

The Agreements Specialist is responsible for:
- Reviewing the MTA to ensure that the contractual terms do not conflict with any other legal contracts and are consistent with UTHSCSA policy, state and federal law.
- Negotiating non-conforming terms with the Provider Institution.
- Referring MTAs with terms that do not conform to UTHSCSA policy or law to the Vice President for Research for review and approval to sign. (This is a separate process.)
- Obtaining signatures from Investigator and a UTHSCSA Authorized Representative.
- Sending the MTA to Provider Institution for signature.
- Sending a copy of final MTA to Investigator.

Additional information for completing forms:
- Do not enter Investigator’s name or shipping address as “Recipient”.
- Only use our legal name and business address for all forms. Do not abbreviate.

The University of Texas Health Science Center at San Antonio
7703 Floyd Curl Drive, MSC 7828
San Antonio, Texas 78229-3900

UTHSCSA’s Authorized Representative Must Sign All Agreements
Chris G. Green, CPA, Director, Office of Sponsored Programs

For shipping animals:
Contact Ann Marie San Miguel, Shipping Coordinator, at Lab Animal Resources for delivery address and other details. Do not provide a Federal Express account number.

For shipping materials from foreign countries:
UTHSCSA’s customs broker: Pat Coston Dzierzanowski, John P. Coston & Co., Inc.
Phone: 828-3940 ext 21, Email: pat@johnpcoston.com