



Using the Material Transfer Agreements (MTA) Portal

A Short Guide

For a full video tutorial, please visit our [Intranet Page](#) on UHN's research intranet:
<https://intranet.remote.uhn.ca/> > Research > Departments > Commercialization at UHN

NOTE: The MTA portal is strictly for **material transfer agreements**. The portal **does not process**:

- SOLE CLINICAL DATA (*i.e. if you submit in this portal, data needs to be associated with materials*)
GRANT-FUNDED AGREEMENTS
- CLINICAL TRIAL OR PROSPECTIVE SAMPLES
- RESEARCH PROCUREMENT AGREEMENTS
- COLLABORATIVE AGREEMENTS

Our team is here to help you navigate your MTA submission. The goal of this portal is to help streamline your material or data transfer requests by collecting all relevant information from you so that we may process your request as quickly as possible.

A screenshot of the login page for the UHN MTA portal. The page has a blue header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Login" button. Below the "Login" button is a link that says "Forgot Your Password?".

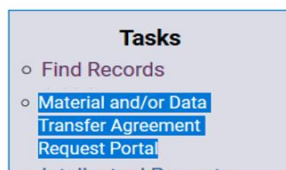
First step: LOGIN with your UHN credentials at:

<https://uhn.wellspringsoftware.net/>

Click the **red text** to log-in:

**Researchers and other UHN
personnel: click HERE to
login with your UHN
credentials.**

On the right hand side, you will see a **Tasks** box – the link for the online MTA portal is located about 2 bullets down:



When do I need an MTA?

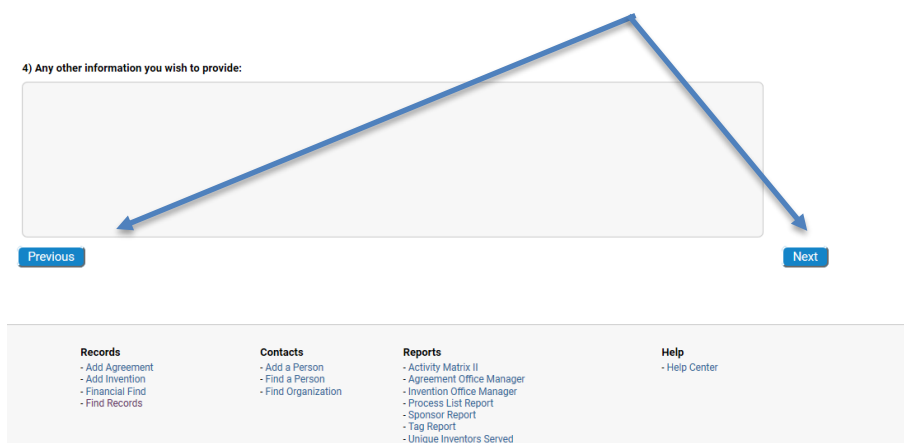
MTAs are used when we are dealing with circumstances where materials will go strictly *in or out* of UHN. **This means that there is no further collaboration between yourself and the external organization beyond the transfer.**

For example, if you are providing or receiving materials to generate data, which you will then jointly analyze towards a common research goal, then this kind of collaboration would *not* qualify as a material transfer agreement.

However, if you are simply receiving materials from an external organization and running your own analysis on these materials for your or your lab's publication or further research, then such a transfer would qualify as an MTA.

Examples of materials where MTAs are used: cell lines, nucleotides, plasmids, animals such as mice, bacteria, and pharmaceuticals.

When moving through the portal, please only use the NEXT and PREVIOUS buttons at the bottom of the page: using your browser's back buttons will result in losing your work:



Note that some fields are MANDATORY. These are marked with an asterisk (*). Missing a mandatory field or not selecting a required radio buttons will prevent you from submitting your request until you have provided the needed information.

In order to save your work, please complete all mandatory fields and click “Next”. You can go back to edit the information at a later time if you wish. If you leave the page without clicking “Next”, all your work will be lost.

Section A

This section asks you about third-party details related to your request. Please ensure to provide us with information regarding **the source** of the material or data. This will help us assess whether materials or data are going into UHN or out of UHN and whether the transfers are to academic institutions or companies.

Section B

This section asks about details for the external organization you are dealing with.

If the material or associated data is being provided by an institution or company external to UHN, the external institution will often provide you with an MTA. You can upload an MTA you have received from an external organization directly into UHN’s MTA portal.

If the organization has not provided you an MTA, or if an external organization is requesting UHN materials or data, we can use contact information you list in the portal to provide them our own MTA template to review.

When transferring UHN materials to an external party, we will provide the external company or institution with the UHN MTA, as this will help expedite the processing of the MTA at UHN.

In this section, please provide us with an email address where we can contact the external party’s **agreements personnel**. If you do not know the agreement personnel’s contact information, please ensure to provide the email address of the external researcher or contact, instead.

Section C

This section asks for information about your materials and associated data and asks you to provide consent evidence if the material is patient-derived. We ask that you provide as much detail as possible. For example, when mentioning cell lines, please mention the name and tissue of origin, if relevant.

If your material(s) originated from UHN, please note whether they were patient-derived: this means, is it UHN **patient material** and/or material **derived** from a UHN patient sample such as blood, serum, DNA or cell line? *If UHN material (and associated data) is being provided to an external institution/company, you will need to provide evidence of patient consent & if applicable, the CAPCR ID number or evidence of CAPCR submission.*

Section D – Your Details & Additional Information

In this last section, we collect details about yourself and any additional details about your request.

You are now ready to submit.

After Submission

Once you have completed the form in Section D and press next, you will be asked to review your information.

You are then ready to submit your request.

Someone from our team will be in touch with you shortly to discuss next steps. Usually this is within 1 or 2 days of your submission.

Questions? Please email our team at MTAS@UHN.CA