



## Using the Material Transfer Agreements (MTA) Portal @TDC

### FREQUENTLY ASKED QUESTIONS

#### How do I know I need to request an MTA via TDC?

You will need to request an MTA if you are transferring any materials, even if they are commercially or readily available, into or out of UHN. Only use the TDC MTA portal if you are transferring *retrospectively collected* tangible materials

#### I have not submitted my CAPCR application; can I still use the MTA portal?

Please only use the portal once you have completed your CAPCR submission and received a CAPCR ID #, if relevant.

#### The REB has not yet approved my CAPCR submission; can we still execute the MTA?

Should your project require a CAPCR submission, we cannot execute the MTA until you have received approval from the REB. However, we may begin drafting an MTA in the interim.

#### How do I know whether to use the TDC MTA portal or speak with another department?

Only use the TDC MTA portal if you are transferring retrospectively collected tangible materials. If you are unsure, please refer to the instructions on the first page of the portal to see whether you should speak with another department instead.

#### Do I need to submit an MTA if I am transferring materials to a colleague at UHN?

If you are transferring UHN materials to a colleague within UHN, you will not need an MTA. However, if you are transferring materials received from an institution outside of UHN, please email [mtas@uhnresearch.ca](mailto:mtas@uhnresearch.ca), as this will need to be discussed.

#### What can I expect after I have submitted my request via the new portal? What is the follow up?

You will not receive a confirmation immediately upon submitting your request. Instead, the TDC's agreements personnel will process your request and be in touch with a follow up via email in 1-2 business days.

#### How can I indicate in the portal if an MTA is urgent?

If you have an urgent request (i.e. to meet a grant deadline), please indicate your timeline in the box titled *Any other information you wish to provide* at the end of the submission page.

#### If I have additional feedback, questions or concerns, where can I direct these?

Please direct any feedback or concerns regarding the portal or your submitted requests to [mtas@uhnresearch.ca](mailto:mtas@uhnresearch.ca).