Quick Guide to MTAShare™

This guide is intended as a quick reference to help new users navigate the MTAShare™ platform and complete an MTA request independently. Any questions or concerns can be directed to MTA@einsteinmed.edu.

WHAT

MTAShare™ is an automatic online platform designed to streamline and expedite the Material Transfer Agreement (“MTA”) process. MTAShare™ is browser-based and employs Single Sign-On (SSO, meaning using your Einstein credentials to sign on) and DocuSign™ e-signature. MTAShare™ utilizes standard nationally recognized and accepted academic MTA templates, prepopulated with information provided by the users, to significantly reduce drafting and negotiation time. MTAShare™ users can track the status of their MTA submission in real time. A short video tutorial on how to use MTAShare™ can be viewed on our website. Einstein is rolling out the MTAShare™ service in phases, with the goal to move all standard MTA requests to the MTAShare™ platform for the added benefits of reducing turnaround time and increasing transparency.

🌞 As of November 1st, 2022, Einstein will require all departments to use MTAShare™ to submit MTA requests that meet all the following criteria:

1. The material being transferred is Einstein’s proprietary non-human research material.
2. The request is for an outgoing MTA (meaning Einstein is the provider of the material).
3. The material is being transferred to an academic institution or a non-profit organization for academic research purposes.

🚫 As of November 1st, 2022, MTA requests that do not meet all the above criteria will NOT be required to go through MTAShare™, specifically:

1. The material being transferred is not proprietary to Einstein --> these requests should be directed to the original provider of the material.
2. The material being transferred is human-derived (collected or isolated from human subjects) --> these requests should continue to be submitted to the Research Agreement Request Portal (RARP) at this link until the next phases of the roll-out are announced.
3. Einstein is the recipient of the material --> these requests should be submitted to MTA@einsteinmed.edu.
4. MTAs involving industrial third-parties --> these requests should be submitted to MTA@einsteinmed.edu.
5. Complex MTA requests (e.g. bi-directional transfer, collaboration beyond material transfer) --> these requests should be submitted to MTA@einsteinmed.edu.

🌞 All other MTA-related inquiries should still be submitted to MTA@einsteinmed.edu. We plan to expand MTAShare™ to include most types of MTAs in near future.

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HOW TO SUBMIT AN MTA REQUEST

Step 1. Create a user account (Skip to Step 2 if you’ve already created an MTAShare™ account):

➢ Go to www.mtashare.com, click on LOG IN, then
➢ Log in with your Einstein Active Directory (AD) credentials (see right)
➢ Click on Edit Profile, check all information and verify that your name, title, and email address are accurate. Input or revise as needed. Save changes.
➢ Now you are ready to use MTAShare™.

Step 2. Initiate a new MTA request

➢ Click on Request a New MTA on the upper left corner.
➢ Select “Providing” in the pop-up dialog box (see right).
➢ Specify your role
  o PI: originator/inventor of the material
  o Additional Contact: Department Administrators or other lab members involved in the material transfer process
    (💡 Both PI and Additional Contact will be copied on important email notices sent by MTAShare™ and/or DocuSign™.)
  o Neither: MTAShare™ user filling out and submitting the survey on behalf of PI but does not want to be included in the process beyond submission.
➢ Specify the type of material being transferred
  (💡 MTAs for Human Materials should not be submitted through MTAShare™ at this time. Please use RARP portal for their submission until further notice).

⚠️ WARNING: Until the next phase of the roll-out that incorporates additional OHRA questions/instructions, if Human Materials are selected, this will result in a rejection with a remark to submit through RARP. This will further delay the process at this time.
Step 3. Fill out and submit the survey

- Fill out the survey completely and accurately. A sample survey for transferring non-human materials can be found at this link for reference.
  - The sample survey is confidential to authorized users of MTAShare and shall not be further distributed. As such, it can only be accessed after being logged in to Einstein intranet.
  - These fields are mandatory: Provider, Recipient, Provider Contacts, Recipient Contacts, Research plan, and any other questions with a red * at the end. **WARNING:** Not addressing these mandatory fields/questions will result in ERROR (see right) when submitting the request or will be rejected upon review.
  - Always answer “Yes” to the question “Do you need to limit recipient’s use of the material to a particular research purpose?” and provide a summary of recipient’s research plan to be permitted under the MTA. **WARNING:** Not providing this information will result in rejection.

- Once completed, click on Submit for Review to submit the request for review. The PI (and any additional contacts added by the user) will receive an automatic email notice (see right) confirming the successful submission. The Office of Biotechnology and Business Development (OBBD) will automatically be notified once a request is successfully submitted.
  - OBBD does not have access to any request in the initial draft mode (never been submitted) and relies on the users to provide all information required before submission.
Step 4. Review in process

➢ The submitted request will be assigned to a reviewer in OBBD and will be reviewed in the order in which the requests are received.

⚠️ WARNING: If the request is not complete, inaccurate or lacks clarity, the reviewer will reject the MTA request in its current form and send the request back to draft. An automatic email notice (see right) will be sent to the PI and all additional contacts. The reasons for such rejection and need for additional information will be noted in the Remarks section. It is imperative that the user review the Remarks section (see below) to address these matters, then re-submit the revised request to further advance the process.

💡 Always re-submit the same request (with necessary revisions), instead of initiating a new request. The remarks will remain in the same request after re-submission and provide the necessary context for further review.

💡 The remarks will be viewable to the reviewer and any Einstein user with access to the specific request (PI and all additional contacts listed). Only check the box in front of “Check to enable the other party to review” if the specific remark is meant to be viewed by the recipient.

➢ Once the review is completed and no further information needed, the reviewer will recommend the MTA for approval, and it will be routed via DocuSign for signatures (see right for sample notice).

💡 The DocuSign routing uses the email contact information provided by user. Make sure the email addresses are accurate and both the recipient scientist’s and the recipient institution’s authorized official’s email address have been provided.
Step 5. Sign the MTA

➢ Only the authorized signatories of OBBD and the recipient institution can sign the agreement via DocuSign. The recipient PI will receive an automatic email notice to acknowledge the MTA.

➢ The MTA will only be sent to the Recipient after the institutional authorized official has signed the MTA on DocuSign.

Step 6. Recipient review and signature

➢ Recipient will be notified by MTAShare™ and provided with DocuSign links to review and approve the MTA.

➢ Once Recipient signs off on the MTA via DocuSign, the MTA will be marked as completed and the system will send an automatic email notice (see right) with a copy of completed MTA to both the Recipient and Provider Scientist.

➢ The actual material transfer can be arranged after completion of the MTA.

HOW TO CHECK STATUS AFTER SUBMISSION

Check the status of a submitted request at any time following the steps below:

➢ Log back in to MTAShare™ and track the status of your submission under My MTAs. The status bar can be found at the top of the page:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>The request is not submitted yet or has been sent back to draft. User should complete the survey and submit (or re-submit) for review.</td>
</tr>
<tr>
<td>Provider Review</td>
<td>The request has been assigned to a reviewer and is currently under review.</td>
</tr>
<tr>
<td>Provider Approval</td>
<td>The request has been recommended for approval by reviewer and has been routed for signatures on Einstein’s side.</td>
</tr>
<tr>
<td>Pending Signature</td>
<td>The MTA has been signed by Einstein and has been sent to Recipient for review and signature(s).</td>
</tr>
<tr>
<td>Completed</td>
<td>The MTA has been signed by both Einstein and the Recipient and the actual material transfer can be arranged at any time.</td>
</tr>
</tbody>
</table>
➢ You can save your answers to the survey at any time by clicking and return to finish and submit it later (only the person initiated the request has access to the request when it’s in initial draft).

➢ Einstein requires a research plan to be included in the MTA. Always answer “Yes” to the question “Do you need to limit recipient’s use of the material to a particular research purpose?” and provide a summary of recipient’s research plan to be permitted under the MTA. **WARNING:** The MTA request will be rejected and sent back to draft if this information is missing.

➢ Any additional restrictions/conditions on recipient’s use of the material can be added by answering “Yes” to the question “Do you need to include any specific binding terms/conditions to be placed on the recipient that are not covered above?” and describe the applicable restrictions in the textbox below the question. Some examples include publication and authorship arrangements, modification rights, breeding rights, reporting obligations, etc. **NOTE:** If you have related intellectual property (IP), you should click YES to this question so that OBBD can be made aware and put the proper terms in place.

➢ Use the Remarks section to communicate with the OBBD reviewer and administrative staff and to provide additional information that the survey does not cover. This will ensure that all relevant information is in one location accessible to all needed parties. **WARNING:** Separate emails relating to submitted MTA requests on the platform will only cause further delays.

➢ **COPY FEATURE:** For labs and PI’s that send the same material to various recipient institutions, there is a time-saving feature in MTAShare called the ‘Copy’ feature. When you have created your first MTA request, you will notice on your dashboard the very last column called “Manage”. There are three options: View/Edit, Copy, Delete. By clicking ‘Copy’ you can create a new MTA with the same parties, contacts and answers to all survey questions from that MTA. You can change the recipient institution and any other details as needed before submission.

➢ Automatic system email notices are sent from these email addresses: portal@inteum.com, portal@inteummail.com, and dse_NA3@docusign.net. To avoid missing an important notice, please add these email addresses to the Safe Senders List (see right) in your email app.

➢ This guide will be updated as additional phases of the MTAShare roll-out take place and may be updated from time to time to reflect the most recent system upgrade and new features that may be introduced in the future.

➢ Feel free to contact MTA@einsteinmed.edu with inquiries related to MTAs and not already covered by this guide.