

Quick Guide to MTAShare™ Version 2


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.

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Introduction

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 (7 minute) video tutorial on how to use MTAShare™, with a focus on outgoing non-human materials, 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.


 Phase I: Since November 1st, 2022, Einstein has been requiring 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.



New

 Phase II: As of April 24th, 2023, Einstein will require all departments to use MTAShare™ to submit MTA requests that meet **both** the following criteria:

1. The material being transferred is **non-human** research material (examples: compounds, plasmids, virus, bacteria, transgenic animal, etc.).
2. The material transfer is between Einstein and an academic institution or a non-profit organization for academic research purposes.

 As of April 24th, 2023, MTA requests that do not meet both the above criteria will **NOT** be required to go through MTAShare™, specifically:

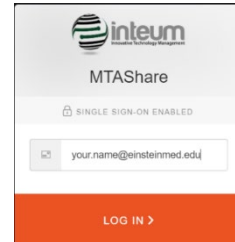
1. The material being transferred is human-derived (collected or isolated from human subjects) --> these requests should continue to be submitted to the Research Agreement Request Portal (RARP) at this [link](#) until the next phases of the roll-out are announced.
2. MTAs involving industrial third-parties --> these requests should be submitted to  MTA@einsteinmed.edu.
3. 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.

Getting Started

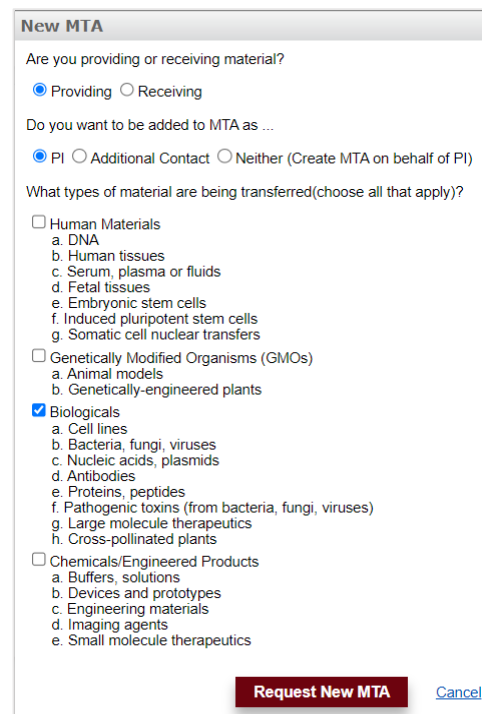
Step 1. Create a user account (Skip to Step 2 if you've already created an MTAShare™ account):

- Go to www.mtashare.com, click on **LOG IN**, then **Log in with SSO**
- 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” or “Receiving” in the pop-up dialog box (see right).
- Specify your role
 - PI: originator/inventor of the material
 - 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™.)
 - 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.
- Click on **Request New MTA** to proceed to the survey.
- Next, we'll divide the tutorial into two scenarios: Outgoing MTAs and Incoming MTAs.



Scenario 1: Outgoing MTA

(If you chose “Providing” in the pre-survey pop-up dialog box, continue reading below; otherwise, skip to [Scenario 2: Incoming MTA](#) if you chose “Receiving”)

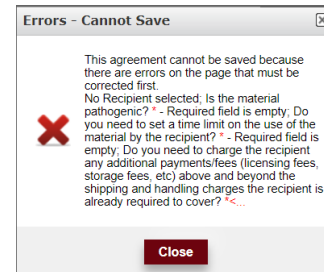
Step 3. Fill out and submit the survey. (For your quick reference, a sample of Survey Questions for outgoing MTAs can be found at this [link](#).)

- Fill out the survey **completely and accurately**. A sample survey [for sending 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.

💡 To ensure proper drafting and routing, it is mandatory to provide the following information:

- **Provider PI's name**
- **Recipient's institution name**
- **Recipient's signatory's name and email**
(should be different than the PI, i.e. a party in an administrative function)
- **Recipient PI's name and email**
- **Material list and description**
- **Recipient's research plan**
- **Any other questions with a red * at the end**



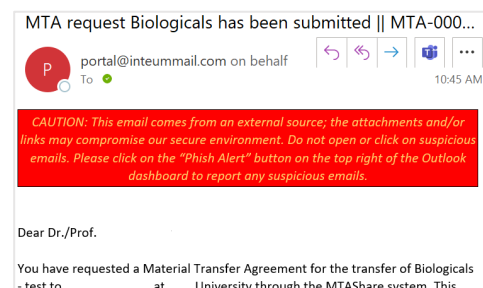
⊘ **WARNING:** Not addressing these mandatory fields/questions will result in **ERROR** (see above) when submitting the request or will be rejected upon review.

💡 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.

💡 The following information is optional but would be helpful if available:

- **Shipping address and FEDEX info**
- **Any additional contact's name and email from either side**
- **Any additional restrictions the Provider PI would like to apply in the MTA**

- 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 (OBBB) will automatically be



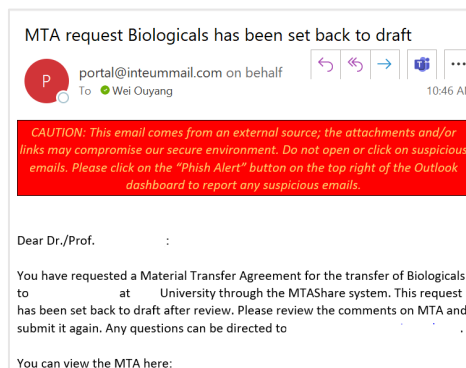
notified once a request is successfully submitted.

⊘ 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.



Remarks			
By	Comment	Created	Viewable by other party?
Wei Ouyang	Please provide a research plan and resubmit.	10/11/2022	No

Add a Remark


Check to enable the other party to review

Save Remark

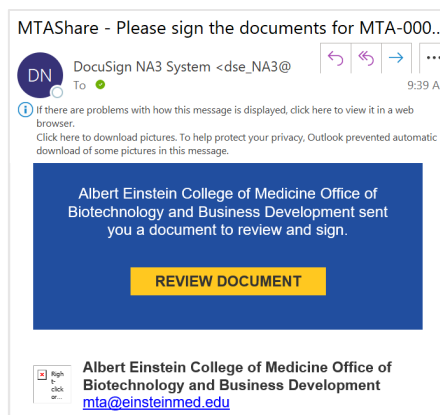
💡 Always **re-submit** the same request (with necessary revisions), instead of initiating a new request. The remarks will remain in the same request after re-submission and provide the necessary context for further review.

💡 The remarks will be viewable to the reviewer and any Einstein user with access to the specific request (PI and all additional Einstein 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 external party.

- 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.

- Outgoing MTAs via MTAShare are meant to be non-negotiable. Einstein will sign a standard MTA via DocuSign once an outgoing MTA request has been reviewed and approved. The recipient institution needs to sign the MTA as is in DocuSign in order to complete the MTA and be permitted to obtain the materials from Einstein.

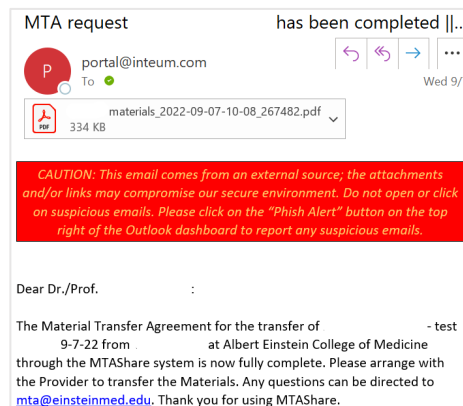


Step 5. Signature Routing

- Once MTA review/negotiation is completed and the request is approved for proceeding, DocuSign will be used to route for signatures by both institutions' authorized signatories. Depending on the direction of MTA and/or requirement of each institution, the PI may receive an automatic email notice to acknowledge the MTA, or may be required to sign the MTA as acknowledgment.

Step 6. Recipient's 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 above) 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.



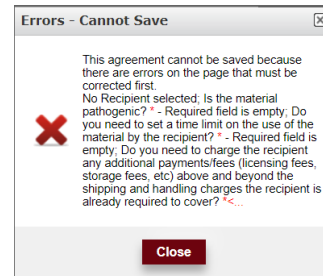
Scenario 2: incoming MTA


(If you chose “Receiving” in the pre-survey pop-up dialog box, continue reading below; otherwise, go back to [Scenario 1: Outgoing MTA](#) if you chose “Providing”):


Step 3. Fill out and submit the survey.

➤ Fill out the survey completely and accurately. The incoming MTA survey is much shorter than the outgoing survey and requires the following mandatory information:

- **Recipient PI's name**
- **Provider's institution name**
- **Provider's signatory's name and email**
(should be different than the PI, i.e. a party in an administrative function)
- **Provider PI's name and email**
- **Material list and description**
- **Any other questions with a red * at the end**
- **Draft MTA from the Provider (Upload under Documents, always try to provide a draft MTA in word format in case of needing revisions)**



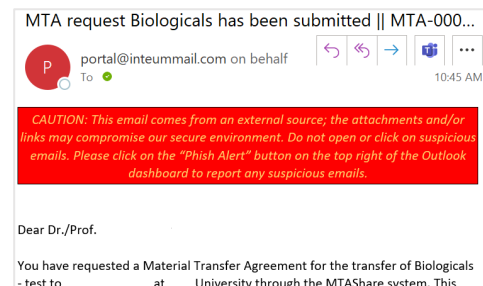
 **WARNING:** Not addressing these mandatory fields/questions will result in **ERROR** (see above) when submitting the request or will be rejected upon review


 The following information is optional but would be helpful if available:

- **Shipping address and FEDEX info**
- **Any additional contact's name and email from either side**
- **Einstein PI's research plan**
- **Funding source and any overlapping research agreements (other MTAs, SRAs, Collaboration Agreements, Subcontracts, etc.)**

 Use Material Info/Documents/Remarks sections to provide relevant information.

➤ 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.

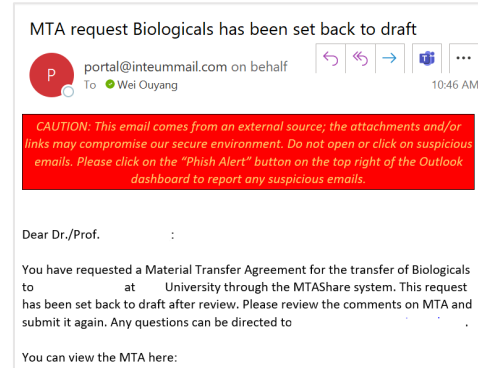
Step 4. Review in process

- 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.



Remarks			
By	Comment	Created	Viewable by other party?
Wei Ouyang	Please provide a research plan and resubmit.	10/11/2022	No

Add a Remark

Check to enable the other party to review

Save Remark

⚠ 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 Einstein 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 external party.

- Once the review is completed and no further information needed, the reviewer will recommend the MTA for approval.

Step 5. Negotiation

- Incoming MTAs are tracked in MTAShare but may require negotiation with the Provider outside of MTAShare, especially if the Provider is not yet a MTAShare subscriber. Negotiation status may not be updated in real time as it often happens outside of MTAShare.

Step 6. Approval

- Once MTA review/negotiation is completed and the request is approved for proceeding, OBBD staff will route a final draft for signatures by the PIs and both institutions' authorized signatories.
 - 💡 Incoming MTA requests may be routed for signature via DocuSign, email, or other channels, depending on the provider's preference. We will use DocuSign for signature routing whenever possible.
- Once the external party signs off on the MTA and returns a signed copy to Einstein, the MTA will be marked as completed and the system will send an automatic email notice 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

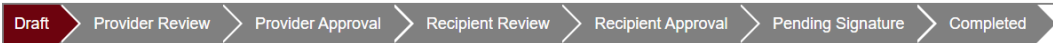


The status bar can be found at the top of the page:

For outgoing MTAs (where Einstein is the PROVIDER):



For incoming MTAs* (where Einstein is the RECIPIENT):



- Status explained:

Draft	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.
Provider/Recipient Review	The request has been assigned to a reviewer and is currently under review by Provider/Recipient.
Provider/Recipient Approval	The request has been recommended for approval by reviewer and has been routed for signatures on Provider/Recipient’s side.
Pending Signature	The MTA has been signed by Einstein and has been sent to Recipient for review and signature(s).
Completed	The MTA has been signed by both Einstein and the Recipient and the actual material transfer can be arranged at any time.

* For incoming MTAs, the status bar is only trackable if both parties are MTAShare subscribers. If the external party is not yet an MTAShare subscriber, status update may be provided in Remarks section.

Useful Tips

- You can save your answers to the survey at any time by clicking **Save changes** 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 all outgoing MTAs. 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 outgoing 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:

Provider Scientist	Recipient	Recipient Scientist	Type	Status	Assigned To	Entered By	Created Date	Updated Date	Manage
Portal Admin, Amy Shim	Amyla *		Chemicals/Engineered Products	Draft by Provider		Portal Admin	9/23/2022	9/23/2022	View/Edit Copy Delete
Portal Admin	The Children’s Hospital Corporation d/b/a Boston Children’s Hospital	Uyi Faith Agho	Genetically Modified Organisms (GMOs)	Completed	mta inbox	Portal Admin	9/21/2022	9/22/2022	View/Edit Copy Delete

✉ 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.

Add Sender to Safe Senders List

Add the Domain @docuSign.net to Safe Senders List

- 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.