

Procedure for the Transfer of Material (MTA)

Prior to transferring Materials, WMC Investigators should sign the appropriate MTA, mail the form to the Recipient Investigator and have the Investigator obtain all required signatures. Recipient organization should mail the MTA for execution to:

Juan Torres, JD
MTA Manager
Weill Medical College of Cornell University
Research & Sponsored Programs
1300 York Avenue
Box 89
New York, NY 10021

For expediency, faxed signatures from recipients are acceptable, followed by an original. Recipient should send fax form to 212-821-0799, Attn: Juan Torres, Grants & Contracts Department.

MTA Routing Form

An MTA Routing Form facilitates the transfer of various kinds of materials - biological materials, compounds, equipment, and prototypes - for use in research projects. The MTA Routing Form informs the department through Laboratory Head Chair and the Associate Dean's office of the kind of materials to be received and the nature of their application. It also ensures that the proposed research will be reviewed for consistency with institutional policies and obligations.

Principal Investigator's Responsibilities. An MTA Routing Form is required and must be completed and submitted with an agreement for the processing of any material being transferred in or out of the Institution. Please ensure that all fields are completed accurately. An incomplete form will significantly delay the process of your MTA. Please note that the routing form must be signed by Laboratory Head and PI. The MTA Routing Form should not be signed by students of postdoctoral researchers or fellows. A brief description of the materials and their intended use should be attached to the MTARF. This information assists in determining any contractual conditions that need to be modified or removed and University exposure to liabilities. Faculty or departmental administrators *do not* have the authority to accept these agreements on behalf of the University. Accepting such agreements without an Authorized University signature may result in the assumption of unnecessary personal liability.

Download the [MTA Sending Routing Form](#) (to accompany MTAs; for *sending material from WMC*)

Download the [MTA Receiving Routing Form](#) (to accompany MTAs; for *receipt of material by WMC*)

Please note: In an effort to maintain accurate records, all future executed MTAs must be forwarded to RASP. If you have received a fully executed agreement in the past, please forward the original (preferred) or copy to RASP. All paperwork can be sent to the attention of Juan Torres via one of the following: inter-office mail Box 89, drop off in A-128 or fax (212) 821-0799.

Select Agents

To determine whether or not the use of material involve select agents, refer to <http://www.cdc.gov/od/sap> or contact Environmental Health and Safety (EHS) at (212) 746-6201 for assistance in determining select agent status of biological materials.

If yes, the permitting and shipment of materials must be coordinated by the Office of Environmental Health and Safety. All materials must be permitted by the Centers for Disease Control and Prevention prior to their receipt/shipment. To ship/receive a select agent, WMC must have a permit for the material, the shipment/receipt must be approved by CDC, and the shipment must be shipped/received by EHS.

Please refer to the following link for further information on MTAs:
http://www.med.cornell.edu/research/gra_con/mat_tra.html