

# Material Transfer Agreement (MTA)

PI/DBA

Email MTA & questionnaire to the DORCONTRACTS Listserv

2 Business days

OCG  
Log Agreement and route to UH departments for review

OCG

Contracts Officer will review and negotiate the terms & conditions for UH compliancy

5-12 Business Days

RIO & EHLS

Conduct the review for Human & Animal subjects, Conflict of Interest, and Biohazard compliancy then sends approval to proceed to OCG

Agreement must satisfy UH compliance standards before proceeding

NO

NO

YES

Agreement is approved to proceed

OCG

Routes agreement for authorized signatures until fully executed then closes the file