July 29 Launch: New online submission process for Material Transfer Agreements, Confidential Disclosure Agreements, and other non-funded research agreements

July 12, 2019 • Reply to Hema Prabhu

On Monday, July 29th, 2019, the process for initiating the following types of non-funded research agreements will change:

- Material Transfer Agreement (MTA)
- Confidential Disclosure Agreement (CDA)
- Data Transfer Agreement (DTA)
- Research Memorandum of Understanding (MOU)
- Research Equipment Loan Agreement
- Visiting Scientist IP Agreement
- Non-Funded Research Collaboration Agreement

The Division of the Vice President, Research & Innovation (VPRI) in partnership with the Office of the Chief Information Officer (CIO) are expanding the My Research Applications (MRA) service to allow researchers to electronically submit requests for non-funded research agreements via the web portal to the Innovations & Partnerships Office (IPO) for institutional approvals and processing.

What are the benefits of this expanded service?

- Modernizes the approval and submission process for non-funded research agreements.
- Allows researchers to link agreements to certification and compliance requirements and research funds.
• Provides an online repository that allows researchers to easily access their non-funded agreements.
• Improves access to non-funded agreements for the researcher’s department and division.

What else do you need to know?

If you already have access to MRA, you will automatically have access to the non-funded research agreements module, and no additional action is required on your part to obtain access to this service (see MRA User Guide – System Access on p. 5 for more details).

The navigation menu in the MR web portal will change slightly once the new service is launched. After Monday, July 29th, please follow these steps to submit the desired type of application or agreement request:

<table>
<thead>
<tr>
<th>Funding Application</th>
<th>Non-Funded Agreement (e.g. MTA, DTA, etc.)</th>
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</thead>
<tbody>
<tr>
<td>• Click on ‘Applications and Agreements’ in the top toolbar.</td>
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</tr>
<tr>
<td>• In the left navigation bar that appears, click on ‘Funding Applications’, then ‘Create New Application’.</td>
<td>• In the left navigation bar that appears, click on ‘Non-Funded Applications’, then ‘Search or Create My Agreements’.</td>
</tr>
<tr>
<td>• Fill out and submit the MRA online form as usual.</td>
<td>• Click the blue “Create New Agreement” button in the top right corner of the screen.</td>
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Resources

For more information on the new process for submitting non-funded research agreements, please visit the following link:
Contact Information

If you have questions about the new submission process, please contact innovations.partnerships@utoronto.ca.