

UCLA Technology Development Group

Research and Industry Alliances

Proposal Documentation for Sponsor Research Agreements (SRAs) and Material Transfer Agreements (MTA)

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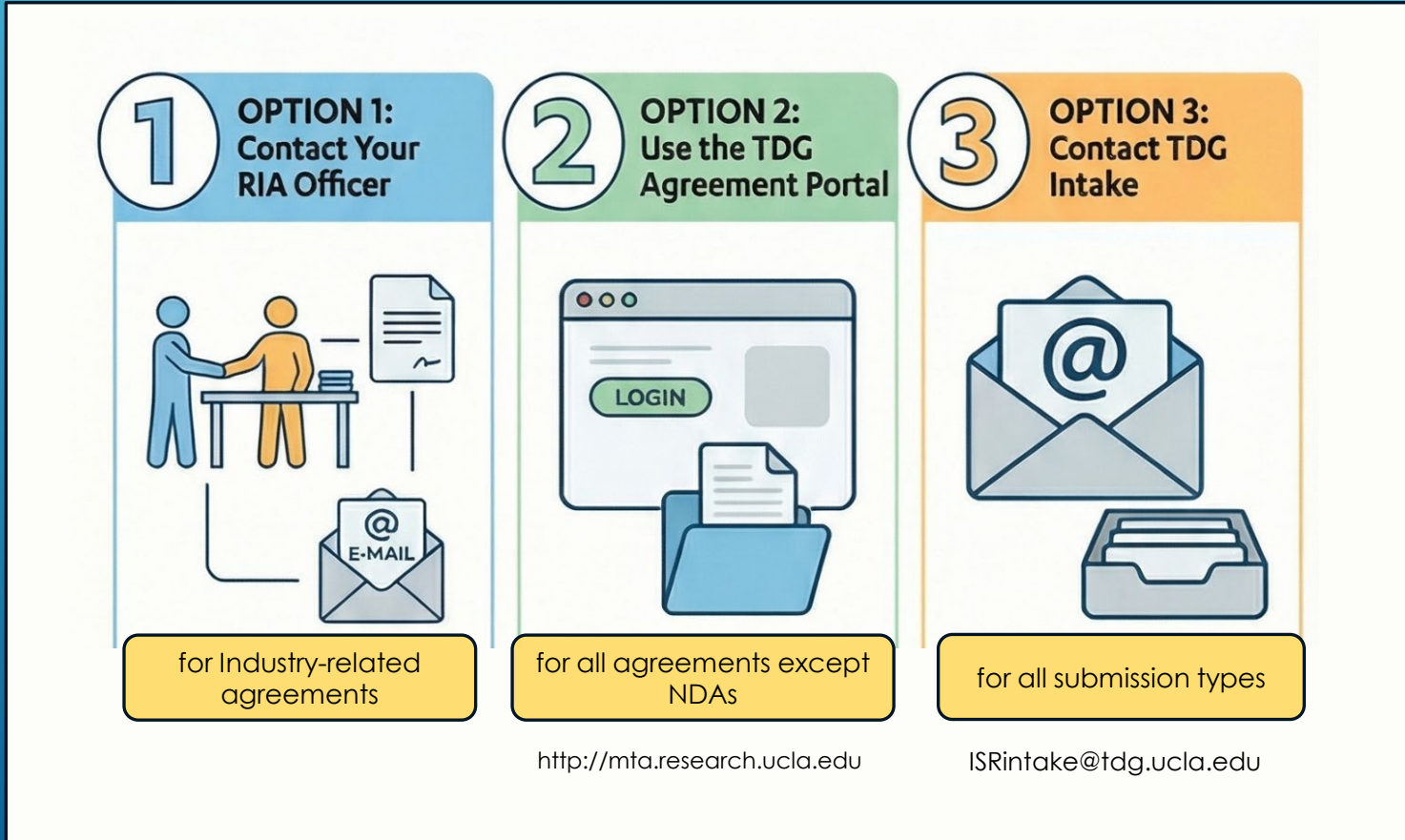
Proposal Documentation

Internal forms and supporting materials required to initiate the review and execution of research agreements by RIA

When to Submit to RIA

Proposal Submission – Draft versions are okay
Agreement Review – Draft versions are okay
CIRC Submission – Final and Complete Documents
Execution – Final and Complete Documents

Contact



Important Reminders:

Prior to Submission to CIRC: All Forms must be fully completed, signed, and dated.

Prior to Execution of the Agreement: All Forms must be fully completed, signed, and dated.

Why Complete And Accurate Information Matters:

Submitting accurate and complete documentation, accelerates CIRC review, FAU set up with ORDМ, and helps avoid unnecessary delays and follow-ups.

UCLA TECHNOLOGY DEVELOPMENT GROUP

UCLA RESEARCHERS & INNOVATORS

Resources

Forms

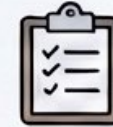
- Industry Sponsored Research Proposal Checklist
- ePASS Form | Instructions
- Financial Disclosure Form 700U | Instructions
- Financial Disclosure Form 700U Addendum
- Financial Disclosure Form 700 Supplement
- Financial Disclosure Form 740U
- Financial Disclosure Form 740 Supplement
- Budget Sample
- Request for Confidential Disclosure Agreement

Source: <https://tdg.ucla.edu/ucla-researchers/research-and-industry-alliances/resources>

Industry Sponsored Research Agreements (SRA)

Purpose: A for-profit entity provides funding to UCLA for the performance of a research project.

Required Proposal Documents



RIA Proposal Checklist

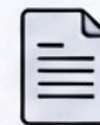


ePASS



Scope of Work (SOW)

Defines project objectives and deliverables.



Financial Disclosure Forms

Disclose potential conflicts of interest.



Budget



Research Compliance Approvals

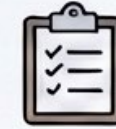
Government Flow-Through Subcontracts

Purpose: A for-profit entity provides funding to UCLA to serve as a subcontractor on an award they receive from a federal or state agency.



CRITICAL CONSTRAINT:
Must be submitted to RIA **5 DAYS BEFORE** the submission deadline

Required Proposal Documents



RIA Proposal Checklist

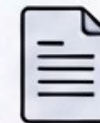


ePASS



Scope of Work (SOW)

Defines project objectives and deliverables.



Financial Disclosure Forms

Disclose potential conflicts of interest.



Budget



Research Compliance Approvals

Individual Industry Fellowships

Purpose: A for-profit entity funds a named graduate or undergraduate student's stipend and educational costs.

IMPORTANT :

General program funding is categorized differently as Training/Instruction (F&A Rate of 42%).

Required Proposal Documents



RIA Proposal Checklist



ePASS



Scope of Work (SOW)

Defines project objectives and deliverables.



Financial Disclosure Form
Disclose potential conflicts of interest.



Budget



Research Compliance Approvals

0%
F&A Rate

Source: <https://tdg.ucla.edu/ucla-researchers/research-and-industry-alliances/resources>

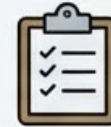
Confidential Disclosure Agreement (CDA/NDA)

Purpose: Exchange of confidential information with a for-profit entity to evaluate the potential of a future research project.

IMPORTANT :

CDAs as for discussion purposes only. If you need to perform research or transfer materials or data, an MTA or DUA is the appropriate vehicle.

Required Proposal Documents



CDA Request Form

Material Transfer Agreement (MTA) / Data Use Agreement (DUA)

Purpose: Exchange of tangible materials or data with any third party for research use.

Examples:

- Biological samples
- Clinical Data
- Chemical compounds
- Mice

Agreement Portal

Submit Request for the Receipt or Transfer of Materials for Research Purposes

SUBMIT AN MTA

A Material Transfer Agreement (MTA) or Data Use Agreement (DUA) is a written contract entered into by a provider and a recipient of research material that governs the transfer of tangible research materials, data and databases, and software between two organizations.

Submit your request, through our web portal that allows administrators and faculty to submit MTA/DUA requests

- Agreements
- Request an Agreement**
- Agreement Reports
- Edit Profile

Agreement

[Save As Draft](#) [Download As PDF](#) [Download As Word](#)

Agreement Type:
Sending Material or Data

Title/Description:
testing-123

Current Status:
Draft

This is request in DRAFT. When you are finished editing, please submit the request using the button below.

[Save As Draft](#)

[Submit Request](#)

Submit to Status:
Submitted

Select the Non UCLA Party. If you cannot find the party name: 1) Type "NEW ENTITY", 2) Click SEARCH, and 3) Choose NEW ENTITY .

Find Institution/Company by name: [Search](#)

Selected Institution/Company:
No entity selected

- Important
- Health Data
- UCLA Principal Investigator
- 3. Material Information
- 4. Approved Use of Material
- 5. Research Approvals
- 6. Certification
- Subscribers
- Documents
- Remarks
- 2. Recipient Institution Information
- 2a. Recipient Institution Principal Investigator
- 2b. Recipient Institution Legal/Administrative Contact

[Save As Draft](#) [Submit for Review](#) [Download As PDF](#) [Download As Word](#)

Material Transfer Agreement (MTA) / Data Use Agreement (DUA)

Complete and accurate submissions helps ensure timely review and processing by RIA.

Required Documents

-  **Agreement**
Incoming material/data
-  **Research Compliance Approvals**
-  **Financial Disclosure Forms**
Disclose potential conflicts of interest.
Incoming material/data from for-profits



Step 1: Request Type

Agreement Portal:
Select SRA, Receive,
Send, or DIY in



Step 2: Documentation

Fill out fields and
upload **Required Documents** to your
request form



Step 3: Submission

Submit. The system
generates a record
number; Subscribers
receive email
identifying your RIA
reviewer



Step 4: Review

RIA runs compliances
checks (CIRC, export
control, third party
obligations)



Step 5: Negotiation/Execution

RIA negotiates terms (if required)
and signs Agreement. PI receives
a copy.

Source: <https://tdg.ucla.edu/ucla-researchers-innovators/receipttransfer-materials-data>