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**June 2012 C OGR Meeting Thursday Morning MTA Presentation - Finkelstein**

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# Transfer Agreement Dashboard

## The NIH Transfer Agreement Dashboard (TAD): Streamlining the MTA Process

Meeting on the Council on Governmental Relations (COGR)  
Washington Marriott Hotel  
June 7, 2012



# Today's Presentation

- **Purpose**
  - Provide an overview of the Transfer Agreement Dashboard (TAD)
- **Objectives**
  - Communicate the purpose of TAD effort and system
  - Share the history and collaboration involved in the development of TAD
  - Highlight the key features and the benefits to the research community

# **TAD BACKGROUND**

# Purpose of the TAD Effort

- » Reduce delays that impact the receipt of crucial research materials
  - » Allow tech transfer offices to track metrics regarding the number of MTAs currently being executed and managed
  - » Increase access to the status of MTA documents
  - » Improve compliance with NIH policies
- 
- Users include:
    - » Intramural and extramural researchers
    - » NIH IC technology transfer offices
    - » External technology transfer offices

# Development Approach

- Face-to-face stakeholder interviews to define the business needs, system requirements, and system design
- Incorporated input from user groups and stakeholders:
  - » Tech Transfer Staff across NIH
  - » NIH Researchers
  - » Tech Transfer Staff from universities and medical research centers
  - » Researchers from universities and medical research centers

# External Organizations that Participated in the Development of TAD

- Lineberger Comprehensive Cancer Center (UNC)
- Yale University
- Oregon Health Sciences University
- School of Veterinary Medicine, University of California
- University of California (UC) Davis
- UC Los Angeles
- UC San Francisco
- University of Minnesota
- University of Washington
- University of Texas (UT) Austin
- UT Health Science Center at Houston
- UT Medical Branch Galveston
- UT SW Medical Center Dallas

# What We Heard

- **Long Turn Around Times**

- » Material requests can be complicated and can result in slow turn around times
- » Interaction between technology transfer office's is primarily via email or phone

- **No Visibility or Status**

- » Once the request is submitted, there isn't any way of determining where it is in the process
- » Follow-ups are via phone or email averaging once a week, if not longer

- **Metrics/Reporting**

- » Data/Metrics for reporting purposes isn't readily available and must be requested

- **Paper Based Approach**

- » Mostly paper based process with no access to information after the request is made



# TAD Benefits

- **Less Time Consuming**
  - » Potential reduction in turnaround time related to material requests
  - » Potential reduction in time spent dealing with MTAs for scientists, enabling more time for research activities
  - » Speeding up a mostly paper-based process by enabling electronic signature
- **Intuitive and Easy**
  - » Standardized workflow to increase compliance and reduce omission of key steps
  - » Online forms with built-in validation provide instant notification of potential compliance or accuracy issues
- **Increased Visibility and Access to MTA Data**
  - » Provide material requesters with 24/7 access to the status of in-process MTAs
  - » Track the number and types of MTAs
- **Leverage Lessons Learned**
  - » Quickly search for MTAs that have been successfully implemented in the past, view comments and history of the full transaction/process

# NIH Institutes & Centers Currently Registered with TAD

Institutes & Centers	
National Cancer Institute	NCI
National Institute of Allergy and Infectious Diseases	NIAID
National Heart, Lung, and Blood Institute	NHLBI
National Center for Advancing Translational Sciences	NCATS
National Institute of Neurological Disorders and Stroke	NINDS
National Institute of Child Health & Human Development	NICHD
National Institute of Diabetes and Digestive and Kidney Diseases	NIDDK

# External Organizations Currently Registered with TAD

External Organizations
University of Washington
East Carolina University
National Jewish Health
Duke University
The Trustees of Indiana University
The Jackson Laboratory
The University of Colorado – Boulder
The University of Colorado – Colorado Springs
The University of Colorado – Denver

External Organizations
Washington University in St. Louis
University of Kentucky
The University of Texas
University of Wisconsin
University of New Mexico
The University of Iowa
The Trustees of Dartmouth College
University of Chicago

# **TAD OVERVIEW**

# Key Features Available to Users

**Automatic Workflow**

**Pending Agreement  
Dashboard**

**Online Forms**

**Built-in MTA Templates**

**Electronic Signatures**

**Reporting and Metrics**

## Supported MTA Types

- **SLA** | Simple Letter Agreement
- **UBMTA** | Uniform Biological Material Transfer Agreement
- **MTA-TO** | Material Transfer Agreement for the Transfer of Organisms
- **HM-MTA** | Human Material Transfer Agreement
- **NCATS-MTA** | National Center for Advancing Translational Sciences – Compound MTA

# TAD Workflow

*Let's walk through a typical transaction at a high-level...*

# System Roles and Responsibilities

## **Contributor**

- Fill out a MTA Online Form
- Initiate the workflow
- Upload documents associated with the MTA

## **Principle Investigator**

- Authorized to send or receive materials on behalf of their lab
- Acknowledges MTAs (by signing)

## **Reviewer**

- Select MTA type
- Approve, reject, or modify agreement terms and conditions
- Route the agreement for signature

## **Authorized Official**

- Signs agreement documents

## **Authorized Official for Human Material Transfers**

- Signature required for HM-MTA





Pending Agreements
Draft Agreements
Initiate Agreement
Search Agreements
Reports and Charts
Manage Reviewees
Manage Tasks

My Tasks

Task	Pending Since	Agreement Initiator
[TestOrg-TestSubOrg-Egge-484] - Sign Agreement (Electronic - Recipient Scientist)	5/29/2012 4:42:21 PM	Egge, Lauren (NIH/CIT) [C]
New User Request: Tester Smith (Organization: Test Org - TestSubOrg )	5/24/2012 11:00:41 AM	System Account

My Agreements

Agreement ID	Status	Initiation Date	Agreement Initiator	Provider Scientist	Agreement Info	Agreement Form
TestOrg-TestSubOrg-Egge-484	Pending Recipient Scientist Signature	05/29/2012	Egge, Lauren (NIH/CIT) [C]	Lauren Egge	<a href="#">View Info Page</a>	<a href="#">View Form</a>

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- Pending Agreements
- Draft Agreements
- Initiate Agreement**
- Search Agreements
- Reports and Charts
- Manage Reviewees
- Manage Tasks

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# Using the Online Form

## Research and Material Information

Note: Fields Marked with \* are required and MUST be filled out in order to initiate a Material Transfer Agreement

**Material Type: \***  **Material Sub Type:**

**Material Description:**

**MTA Type:**

**Is the provider installing the material?**  Yes  No  I don't know

**Material Type:**

- Antibodies
- Animal
- Antibodies
- Cell Lines (Non-Human)
- Compounds
- Genomic DNA/RNA (Non-Human)
- Human
- Peptides
- Plasmids
- Probes
- Proteins
- Vectors
- x - Other

**Research Description:**

**Publication Information (Optional):**

**Recipient Mail Courier (Optional):**  **Recipient Charge Code (Optional):**

Cancel Request

Next >

# Using the Online Form

## Research and Material Information

---

Note: Fields Marked with \* are required and MUST be filled out in order to initiate a Material Transfer Agreement

Material Type: \*  Material Sub Type:

MTA Type:

Material Description: \*

Is the provider institute the custodial owner of the material?  Yes  No  I don't know

Research Description:

Publication Information (Optional):

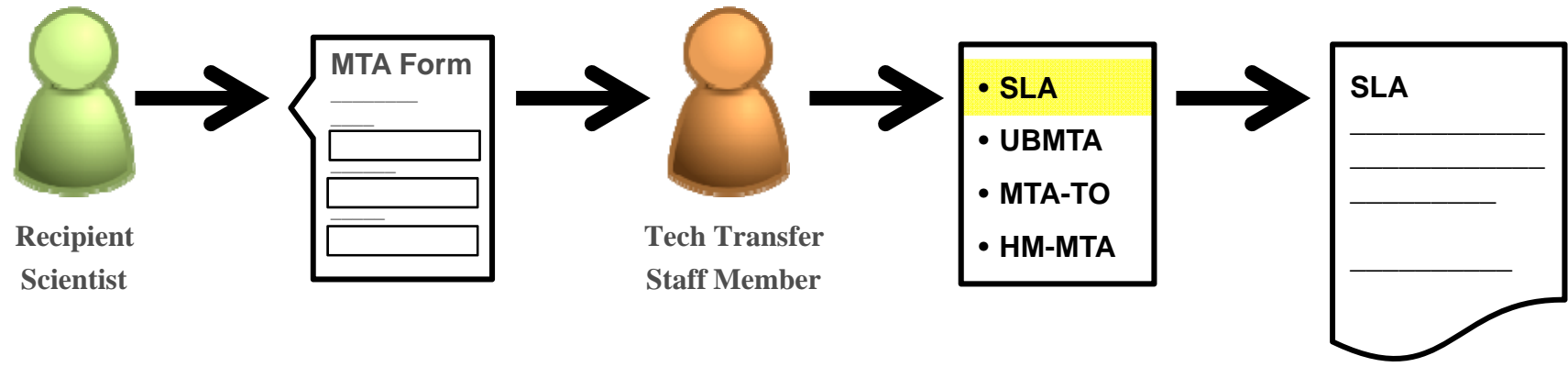
Recipient Mail Courier (Optional):  Recipient Charge Code (Optional):

Cancel Request

Next >

# Creating the MTA Document

- Users fill out the online form, regardless of which MTA type they will use
- Based on the information provided, the NIH Reviewer selects the correct MTA Type



# Agreement Information Page

- All MTA documents get their own profile page called the “Agreement Information Page”
- The page displays:
  - » Information about the transfer
  - » All relevant documents
  - » Workflow history
  - » User comments



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### TestOrg-TestSubOrg-Egge-484

**Recipient Scientist** Egge, Lauren (NIH/CIT) [C]  
**Recipient Authorized Official** Egge, Lauren (NIH/CIT) [C]  
**Provider Organization Name** Test Org - TestSubOrg  
**Provider Scientist** Egge, Lauren (NIH/CIT) [C]  
**Provider Authorized Official**  
**Material Type** Antibodies  
**Provider Tracking ID**  
**Recipient Tracking ID**

[View All Properties](#)  
[Edit Properties](#)

### Agreement Documents

<input type="checkbox"/> Type	Name	Modified	Modified By	Checked Out To
	TestOrg-TestSubOrg-Egge-484 - SLA	5/29/2012 4:39 PM	Egge, Lauren (NIH/CIT) [C]	

### Agreement Status

Pending Recipient Scientist [Lauren Egge(lauren.egge@nih.gov)] Signature since 5/29/2012 4:42 PM

### Agreement History

[Add Comments](#)

<input type="checkbox"/> Created	User Name	Comments
5/29/2012 4:42 PM	NT AUTHORITY\system	Pending Recipient Scientist Signature
5/29/2012 4:41 PM	Egge, Lauren (NIH/CIT) [C]	Recipient Reviewer Approved. Egge, Lauren (NIH/CIT) [C] (Approve document and submit agreement for signatures) 5/29/2012 4:34 PM - 5/29/2012 4:41 PM (Egge, Lauren (NIH/CIT) [C])
5/29/2012 4:34 PM	NT AUTHORITY\system	Pending Recipient Review
5/29/2012 4:33 PM	NT AUTHORITY\system	Agreement Document Created.
5/29/2012 4:33 PM	Egge, Lauren (NIH/CIT) [C]	Agreement Request Form Approved. Egge, Lauren (NIH/CIT) [C] (Approve form and generate agreement document) 5/29/2012 4:29 PM - 5/29/2012 4:33 PM (Egge, Lauren (NIH/CIT) [C])



# Workflow Tasks

- The TAD workflow will assign tasks to specific users
  - » E.g. Approve agreement document, sign agreement document
- TAD will notify users that they have a task in two ways
  - » Automatic email notification
  - » New item in “My Tasks”



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## Sign Agreement

*Recipient Authorized Official*

The agreement document for request **TestOrg-TestSubOrg-Egge-484** is ready for your signature.

### AGREEMENT INFORMATION

Provider Scientist:Lauren Egge

Material Type:Antibodies

MTA Type:SLA

---

### Reassign Task

If you are not able to perform this task, use the dropdown below to reassign the task to another TAD user.

---

## 1 Review

Go to the Agreement Information Page to review the agreement document.

[Open Information Page](#)

---

## 2 Sign

Clicking the "sign agreement" option below will place your electronic signature on the agreement document. Your electronic signature binds you to the agreement as fully as a wet ink signature.

- Sign Agreement
- Send back for review
- Withdraw

---

## 3 Comment

Provide any comments regarding your decision.

OK

Cancel

## Future 2012 TAD capabilities

- ▶ **Inbound Transfers:** Allows inbound MTAs from external organizations
- ▶ **Material Catalogue – Requesting Materials:** Provides a dashboard of current materials available by organization, seamlessly transfers data to initiate an MTA
- ▶ **System Interfaces & APIs:** Provide ability to export data in specific formats that can be read by other systems
- ▶ **Data Migration:** Provide capability to import all legacy data/documents

# TAD Registration

Visit the TAD website to register an organization:

<https://techtransferagreements.nih.gov>

1. Click “Register an Organization”
2. Complete the form
3. Assign the Registration Authority (verifies roles and permissions of individuals requesting accounts)
4. Submit Registration Documents



# Transfer Agreement Dashboard

Questions?