

# Office of Technology Management and Advancement (OTMA) Material Transfer Requests

**Are you sending material to someone outside of UCSF – YES**  
**Was the material derived from humans - NO**  
**A DIY MTA might be the answer...**

Can you answer YES to the following questions?

Are you sending the materials to a non-profit academic research institution?

Was the material you are transferring developed in your lab at UCSF?

Is the material free of any third-party rights<sup>1</sup> or obligations?

**YES + YES + YES = DIY MTA**

**For step-by-step instructions go to the OTMA DIY website:**  
<https://tinyurl.com/3865xdt6>



If DIY is not appropriate then:

Submit your request to OTMA:  
[OTMHelp@ucsf.edu](mailto:OTMHelp@ucsf.edu)

Once we receive your request, we will contact you about the next steps.



<sup>1</sup>There may be third party rights IF:

- Any components (DNA construct, parental mouse strain, gene insert, etc.) obtained from outside of the providing PI's lab, and they remain incorporated within the material.
- Any funds (for salaries and materials) from for-profit companies were used to support the generation or collection of the material.
- Individuals involved with the generation of the material had a consulting relationship with a company under which the generation of the material might fall.
- There were other agreements (such as incoming MTAs, sponsored research agreements, CDAs, etc.) that may be relevant to the generation of this material.