Incoming MTA Flowchart

MTA comes in the door, is entered into IPP database, and assigned to a team member

→ MTA Questionnaire included?

YES → MTA is reviewed

NO → Request for submission of Questionnaire → MTA is reviewed

MTA is reviewed → Primary Investigator is contacted to either request additional information or to be appraised of potential problems

→ Negotiations begin via email and redline documents. PI / Lab is kept appraised of progress

→ Respond to concerns from PI & other party

→ Agreement reached?

YES → If less than favorable terms, then waiver letter is needed → Signature process begins → Once fully signed agreement is received complete database entry and file. Copy of agreement is sent to PI

NO → Communicate with PI, concurrence is sought to close out negotiations → Close out file in database

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