# Online MTA/NDA Form Submission Instructions

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OVERVIEW

As of July 1, 2016, delegation of signature authority for Material Transfer Agreements (MTA) and Nondisclosure Agreements (NDA) on the Boulder Campus was transferred from the Technology Transfer Office (TTO) to the Office of Contracts and Grants (OCG).

Over the past year, an online submission was developed to aid OCG in processing these agreements. In March 2017, the online submission platform went live. The purpose of this document is to support a user in using this online platform. For specific information regarding MTA or NDA processes, please refer to Types of Agreements on OCG’s website.

FORM TYPES

Non-Disclosure Agreements

Allows one party to share confidential information with the other party. The NDA specifies how the receiving party/parties will protect and use the confidential information.

NDAs are sometimes referred to as nondisclosure, proprietary information, or secrecy agreements, emphasizing the recipient's handling of the confidential information.

Inbound Materials Transfer Agreement

Allows university researchers to obtain tangible research materials FROM outside entities. The MTA defines the rights of the provider and the recipient with respect to the materials and any derivatives.

Outbound Materials Transfer Agreement

Allows university researchers to provide research materials TO an outside institution while protecting the University of Colorado's Intellectual Property rights in the research material.
**Step 1: Select the Form**

1. Go to the MTA/NDA online form submission page at [https://content.cu.edu/bocg](https://content.cu.edu/bocg).
2. Click the blue link for the desired agreement.
**STEP 2: SELECT YOUR ROLE**

The system is designed to prompt the user with questions based on their role.

**NOTE:** Even after the form opens, you can change the form and/or role. However, selecting a new form clears any data already entered; it will not transfer over to the new form.
**STEP 3: ANSWER THE QUESTIONS**

All fields marked with an asterisk * require an answer.
Attach Documentation

Provide supplemental documentation as needed by click on the **Add Docs** button at the bottom of the form. (Click the button again to attach additional files.)

**STEP 4: REVIEW (GO BACK AND EDIT, IF NEEDED)**
Edit Attachments

1. To remove or add additional files, select *Go Back and Edit*.
2. Scroll down to the attachments section.
   a. To REMOVE, check the box of the corresponding file.
   b. To ADD, click *Add Docs*.
3. Click *Continue*.

**STEP 5: SUBMIT AND FINISH**