

Health Research Ethics Committee (HREC)

Material Transfer Agreement (MTA) and Data Transfer Agreement (DTA) HREC requirements and processes

Kindly see below clarity on the **HREC and SU institutional processes and requirements for MTAs and DTAs:**

1. A material transfer agreement (MTA) or data transfer agreement (DTA) is required to move research materials and/or data between institutions and/or countries. (Please see separate guidance on DTA on the HREC website.)
2. If material or data transfer is anticipated in a project, the research applicant completes the **HREC MTA/DTA Term Sheet** (Available at <http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Ethics/Forms-Instructions.aspx>) and submits this completed term sheet along with their HREC application.
3. The specific terms of the MTA Term Sheet are reviewed by the HREC to ensure that they match the commitments in the protocol and the promises made to participants in the informed consent document.
4. Once the project, including the MTA Term sheet, is approved by HREC the research applicant sends the MTA term sheet to the University's contracts office. The contracts office uses the MTA term sheet to prepare an MTA which is appropriate for transferring materials as part of and in accordance with the protocol.
5. Please note that, in addition to the MTA, researchers are also responsible for obtaining the necessary permits from the NDoH for the export of human tissue samples. Kindly refer to the [NDoH FAQ Documents](#) for further information.
6. The researcher is responsible for ensuring that the signed final copy of the MTA and the relevant export permits are uploaded on Infonetica to ensure that the ethics submission record is complete for audit purposes.
7. HREC does not sign the MTA nor are they be responsible for the final review and approval of the full MTA contract. At Stellenbosch University the authority for the approval of MTAs lies with the SU Research Contracts Office at the Division for Research Development.