Inbound MTA Process Office of Innovation Development **Principle Investigator** Legal/Research **Program Coordinator** Start† Download most recent version of CNMC Inbound MTA form from CRI site or obtain from Program Coordinator; Complete third party institution's Inbound MTA form Forward both forms Forward to legal Review form/ to Program Coordinator for legal counsel comments/changes 10 business days review Did the legal council Return to Program provide comments/ Coordinator suggest changes? No Yes Forward to third Forward to PI for party for review signature and signature* Sign and return to Program Coordinator Did third party Forward to PI for provide comments/ signature changes? Yes Forward to legal counsel 3 business days Obtain signature from signing authority †Ensure you have secured safe space for Forward to materials; as well, ensure approval by proper third party authorities (IRB, IPC, etc.) with a cc to PI *The third party signing process can create delays, prolonging the MTA process. End