

MTA INSTRUCTIONS

The following information and sections should be completed on each MTA you send out:

First Paragraph: Institution/Company/Organization's identifying information

Section 1.01

Section 2.02

Section 5--

- Your information
- User (technical --actual Dr.)
- User (Business--Our office of Technology Development equivalent at the receiving institution)

Signatures-- (please note--researchers are not usually allowed to sign MTAs on behalf of their institutions)

- Receiving institution's official name
- Name of official signatory
- Title of official signatory

Please remember to ask your collaborators to print out **four (4)** MTAs for signing. The partially executed documents should be sent to our office.