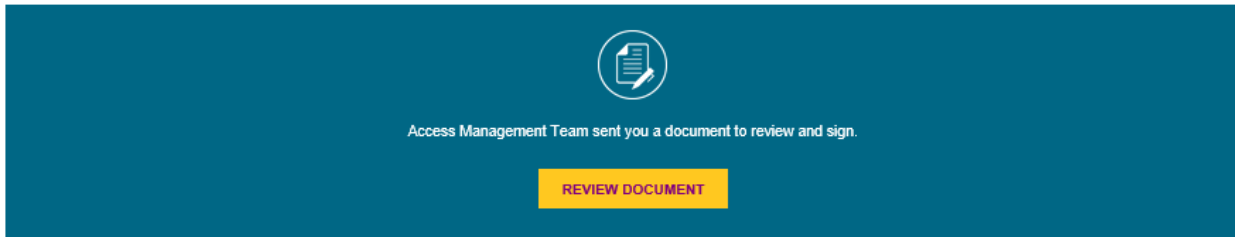### 1.1. Material Transfer Agreement (MTA)

Once your application has been approved, the AMT will prepare and distribute the MTA for you and your MTA Contact to sign and return. An MTA is required for each institute named on your application. Please be aware that we do not accept MTAs that are returned to us outside DocuSign.

1.1.1. Ensuring the correct point of contact

If an MTA contact has not already been added to your application you can update the MTA Contact via the 'Collaborators' section of your application (see section 5.2 of this guide).

1.1.2. Accessing the MTA document

- Once your application is approved, the AMT will send you and your collaborators a Message via AMS and distribute the MTAs to the PI/Lead Collaborators and MTA Contacts for each institute through DocuSign.

- You and your MTA contact will receive an email notification that your MTA has been sent. If you have received an approval message in AMS and do not appear to have received your MTA please check your junk/spam email folder.

- Click on 'Review Document' to open your MTA. You will be prompted to read a Disclosure and to agree to use electronic records and signatures. Tick the box to agree, and then hit 'Continue'.

- You can review the terms and conditions of the MTA by scrolling through the document. Information on the scope and timeframe of the project, along with the data fields approved for release, can be found in Annex 4:

  NOTE: Please note that Annex 4 contains a link that is only accessible if the MTA is downloaded. To download the MTA click on the 'Download' button at the top of the screen.

Enabling scientific discoveries that improve human health

Annex 4

Approved Research Project

Approved Application Reference Number:

Approved Application Name:

Details of the Approved Research Project (including the Project Scope, Timeframe, Materials (together with any specific conditions), Access Charges and Collaborators can be accessed here:
Approved project details

Change Requests

The following requests can be made via the UK Biobank Access Management System (AMS) and shall be subject to review and approval (and where applicable, additional Access Charges):

- Requests to extend the Project Scope
- Requests to extend the project duration
- Requests to add additional data to the Approved Research Project

UK Biobank will also facilitate the following changes to the Approved Research Project where this is required by the Applicant:

- Add additional Collaborators to the Approved Research Project (subject to the applicable Access Charge)
- Changes to the Applicant PI of the Approved Research Project

1.1.3. Signing the MTA via DocuSign

- When you are ready to sign the MTA, you will find pre-loaded boxes in which you should add a signature and print your name and position. Your MTA Contact will find similar pre-loaded boxes. The MTA Contact will also need to provide the details of your institute's Data Protection Officer:

I am the Applicant Principal Investigator of this Approved Research Project and by signing below I confirm that I have read and understood the provisions of this MTA.

Signature:	Sign ↓
Print name:	
Position:	☐
Date:	30/6/2021

UK Biobank's DPO contact details:	DPO@ukbiobank.ac.uk
Applicant's DPO (or other person responsible for data protection) contact details:	Please enter the full name and email address of your Data Protection Officer in the boxes to the left.

- Click on the box marked 'Sign' to open a pop-up window where you can amend your name or initials. You can change the style of the signature by clicking on 'Change Style'. If you prefer you can draw your signature freehand by clicking on 'Draw':

- When you are satisfied with your signature hit 'Adopt and Sign'; this will add the signature and return you to to the MTA where you should add your name and position (job title) in the text boxes provided
- When you have added your signature, and typed your name and position in the boxes provided, hit 'Finish' in the top right of the screen. This will open a pop-up window where you can download and save a copy of your MTA, or print a copy. You can sign up for a free DocuSign account by filling in the form and clicking 'Submit'. To continue without creating an account hit 'No Thanks'.
- When you and your MTA Contact have both signed the MTA, DocuSign will automatically notify the AMT.

1.1.4. Reassigning the MTA contact

- If your named MTA Contact has received the MTA but has decided that an alternative legal contact should sign it, they can click on 'Other Actions' and select 'Assign to Someone Else'.
  - A pop-up window will open where they can add the email address and name of the new signer, along with a reason for reassigning:

1.1.5. MTA execution

- When signed MTAs have been returned to UK Biobank from all collaborating institutes **and** payment has been received from the Applicant Institute (or collaborating institute paying on behalf of the applicant), the MTAs for the application will be sent to UK Biobank's legal counsel for execution.
- Once the MTAs are executed, the AMT will send you and your collaborators a message via AMS and will contact our Data Analysts to arrange the release of your dataset.

- To check the status of your MTA go to the 'Applications' area of AMS and click the 'Documents' button for the particular application/project you are interested in:
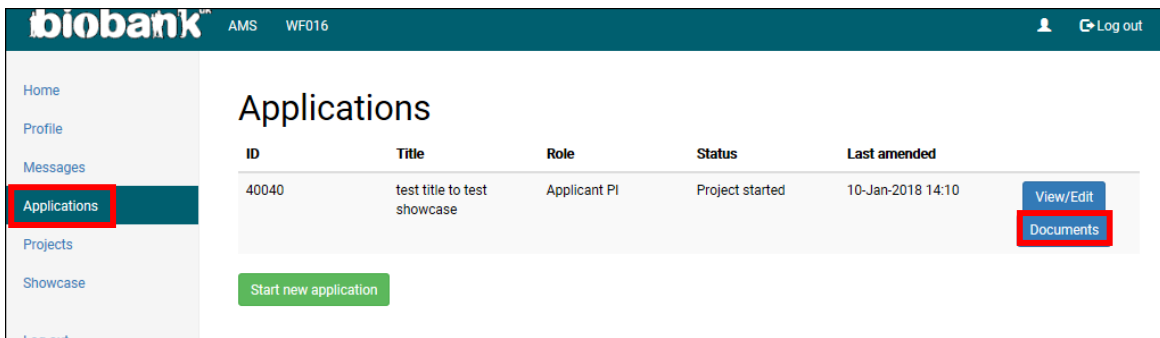
- If your MTA has been executed you will see it in the 'Application documents' area associated with your application.
  - ○ If you do not see a document type labelled 'Executed MTA' then your MTA is still in the process of being signed by either your own institute or UK Biobank.