Red font means that this field is mandatory by AURA system to process the proposal. However, URA requires that all listed below questions are answered and fields are filled out in order to process the MTA appropriately!!!

Responsibility Necessary Steps

PC (Proposal Creator/DA)

**Step 1: PC Enters MTA Related Information and Relevant Documentation**

- Log in
- Select 'New Funding Submission' (left navigation button)

**1.0 General Information**

1.0.1 for all MTAs other than Addgene enter "MTA-[description of the material(s)]" for Addgene MTAs enter "MTA-[description of the material(s)] Addgene (Order XXXX)"
1.2 Copy and paste whatever you typed in in 1.1
1.3 Select "Material Transfer Agreement" (dropdown menu)
1.4 Select "Add"
1.4.1 Select PC's (your) department and click "OK"
1.4.2 Enter "100"
1.4.3 Select "Yes"
1.5 Click "Select", choose appropriate agency/provider we requested material(s) from and click "OK"
1.8 Select "Contract"
1.10 Enter "Description of the proposed research/project, including years/months required to use material(s)"

Select "Continue"

**2.0a PI Details**

2.1a Click "Select", find the name of the PI and click "OK"
2.2a Select "No"

Select "Continue"

**2.0c Briefly scan and make sure that PI's information (especially Name, Title, Address, Business Phone Number and Preferred E-mail Address) are correct. If the information is not current, please contact your PI and ask him to update his/her profile in AURA!!!**

Select "Continue"

**3.0 Agency/Sponsor Details**

3.1 Select "No"

3.3 For Addgene MTAs, copy and paste webpage link where the agreement is available (e.g. http://www.addgene.org/mta/67787&hash=gsU0ywOu8AbdrpT.TP43AvG8awg%253D).
For all other MTAs, enter "n/a"
3.12 Select "No"

Number of years/months required to use material(s) is needed for appropriate negotiation process and there's no other place to enter it later in AURA

IMPORTANT NOTE: Entering "MTA" in this field allows us later to find all MTAs in AURA system. You'd go to "My finding Proposals" tab, filter by "Name" and enter "$%MTA")

All AURA notifications sent to PI will go out to email address currently listed in his/her profile!!!
This information is mapped over in Step 20 and allows you to click "PI-Fellow Final Ready For URA To Submit" (left navigation button) after the MTA received institutional endorsement and helps to process the MTA in system.

It's a fictional date since there are no strict deadlines for MTAs. We'd like it to stay consistent. "5/5/2055" will be unique Opp. Deadline date for all MTAs. This way all MTAs in AURA can be located in URA system (Filter by "Opp. Deadline": "5/5/2055"). E.g., for Clinical Trials: "2/2/2222".

7.0 Proposal Support and Submission Information

7.1 Select "No"
7.2 Click "Select", choose PC (yourself) and click "OK"
7.4 Choose yourself (PC), which URA recommends, OR leave blank.

7.5 Select Denise Butler (URA-M/URA-Manager) (dropdown menu)

7.6 Enter "5/5/2055"

7.8 Select "University Research Administration (URA)"

9.0 UChicago Project Information

9.1 Select "Yes" or "No" which depends on whether there are any oversight protocols
9.2 Select "Yes" or "No"
9.3 Select "Yes" or "No"
9.4 Select "Yes" or "No"
9.5 "No" by default should be selected
9.6 "No" by default should be selected
9.7 "No" by default should be selected
9.9 Select "Yes" or "No"

10.0 Compliance

10.1 Select "Yes" or "No". If you selected "Yes", please fill out 10.2
10.2 If you selected "Yes" in 10.1, please select "Add"
10.2.1 Select Animal species
10.2.2 Select status of protocol
10.2.3 Insert protocol approval date
10.2.4 Insert protocol number
10.2.6 Select "Yes" or "No"

if there are additional Animal protocols, select "OK and Add Another". If not, select "OK"

10.3 Select "Yes" or "No". If you selected "Yes", please fill out 10.4
10.4 If you selected “Yes” in 10.3, please select “Add”
10.4.1 select status of protocol
10.4.2 enter protocol approval date
10.4.3 enter protocol number
if there are additional IRB protocols, select “OK and Add Another”. If not, select “OK”

10.5 select “Yes” or “No”. If you selected “Yes”, please fill out 10.6
10.6 If you selected “Yes” in 10.5, please select “Add”
10.6.1 select status of protocol
10.6.2 enter protocol approval date
10.6.3 enter protocol number
10.6.5 select “Yes” or “No”
if there are additional IRB protocols, select “OK and Add Another”. If not, select “OK”

10.7 select “Yes” or “No”
10.8 If you selected “Yes” in 10.7, please select “Add”
10.8.1 select status of protocol
10.8.2 enter protocol approval date
10.8.3 enter protocol number
if there are additional RAD protocols, select “OK and Add Another”. If not, select “OK”

10.9 select “Yes” or “No”
select “Continue”

Providing Agency Information
14.0 Material Transfer Agreements (MTAs)
14.2 enter Provider Organization Address (might be needed if originals with wet signatures have been requested)
14.3 enter Providing Scientist Contact Name
14.4 enter Providing Scientist Contact E-mail Address
14.5 enter Providing Scientist Contact Phone Number
14.6 enter Other Contact Name (this is usually Provider Organization’s contact involved in negotiation process or Providing Scientist’s assistant)
14.7 enter Other Contact Email Address
14.8 enter Other Contact Phone Number
14.9 enter “MTA-[description of the material(s)]”
14.10 copy and paste answer from 14.9, or if description of requested material(s) didn’t fit in 14.9 and is longer, please type it in here
14.11 select “Yes” or “No”
14.12 If you selected “Yes” in 14.12, please complete
14.13 enter proposed use of requested material
14.14 enter “$5/$5555”
14.15 enter appropriate total dollar figure
14.16 select “Yes” or “No”
14.17 select “Yes” or “No”

If there’s none and it’s $0.00, please type in “0”
14.18 select "Yes" or "No"

14.19 If you selected "Yes" in 14.18, please enter FP # for the other MTA, name of the Provider, and description of the other material(s). If there's no FP# and the other material(s) was purchased, please state so, enter the name of material(s) and copy and paste URL address of their website.

14.20 select "Provider" or "Investigator"

14.21 select "Yes" or "No"

14.22 If you selected "Yes" in 14.21, please enter title

14.23 If you selected "Yes" in 14.21, please enter FP #

14.24 If you selected "Yes" in 14.21, please enter FAS #

14.25 select "Yes" or "No". If you selected "Yes", please email the IACUC Office @ iacuc@uchicago.edu.

select "Continue"

17.0 Proposal Attachments

17.3 select "Add"

17.3.1 for all MTAs except for Addgene, upload draft of MTA sent by Provider (preferably in Word, if not, in PDF).

select "OK"

Other documents from provider

17.5 if there are additional documents, such as email/letter from the Provider, select "Add" button

if there are additional documents, select "OK and Add Another" (button). If not, select "OK"

select "Continue"

18.0 Internal Documents

18.1 select "No" (radio button)

18.3 you can upload here "Other Internal Documents", such as IACUC/IBC letters, etc.

select "Continue"

Routing MTA/Funding Proposal for COI Assurance completion

select 'Notify PI Or Delegate' (left navigation button)

1.0 select box "Principal Investigator (PI) or Fellow (FW)"

2.0 enter/type in "MTA proposal with [Provider] has been created in AURA and is awaiting your COI assurance completion"

select "OK"

Email notification is sent to PI

PI (Principal Investigator) **STEP 2: PI COMPLETES COI ACTIVITY IN AURA**

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

select "COI - UChicago PI" (left navigation button)
1.0 select "Yes" or "No" (radio button)

NOTE:
For URA to start their review and/or later negotiation process, current financial Conflict of Interest Assurance (and Disclosure, if required) for PI has to be on file with URA. If your answer is "No", please contact Ms. Alexis Sale at asale@uchicago.edu, or 773.834.0621. The form may be also accessed at this link: http://researchadmin.uchicago.edu/regulations/coi.shtml. Finally, please note that once the COI assurance has been completed online, the system will immediately generate a record of how the questions on the form were answered on the computer screen. Please arrange for the PI to print/PDF the screen shot record, and scan it to me via email since the system doesn’t show it until the next day.

2.0 select "Yes" or "No" (radio button)

3.0 if applicable, enter information

4.0 select "Yes"

5.0 select "Yes"

6.0 select "Yes"

Email notification is sent to PC

**STEP 3: PC FORWARDS MTA TO UNIT APPROVER**

PC (Proposal Creator/DA)

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

select "Forward for Approvals" (left navigation button)

1.0 check box

2.0 click "Add" and select your Unit Approver or multiple Unit Approvers, if necessary

select "OK"

Email notification is sent to UA

**STEP 4: UNIT APPROVER APPROVES MTA**

UA (Unit Approver)

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

select "Unit Approval" (left navigation button)

1.0 select "I approve without additional comments" OR "I approve, with the comments identified below"

2.0 if answered "I approve, with the comments identified below" in 1.0, please type in your comments

Email notification is sent to PC and URA-M

**STEP 5: URA-M (DENISE BUTLER) ROUTES MTA TO URAA/URA ADMINISTATOR (KATIE GUT) FOR REVIEW (if URA-M handles this MTA, please skip this STEP and go to STEP 6)**

URA-M (Denise Butler)

Send email To URAA outside of AURA

outside AURA, forward an email notification you received from AURA system to URAA (URA Administrator/Katie Gut) to notify her that there is an MTA ready for her to be reviewed

**STEP 6: URAA REVIEWS MTA AND SENDS PROPOSED CHANGES TO PC**

URA (Katie Gut)

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

click "Take URA-M Ownership" (left navigation button). Skip this step if URA-M reviews the MTA

1.0 check box
make sure that the following elements are present: (1) all required information listed on old MTA Routing Form; (2) PI's COI assurance has been filed and is current (check COI spreadsheet); (3) All Project related protocols are approved, current and have PI listed under them.

If everything is ok, start review process of terms and conditions of the MTA. If not, select "URA Request Changes - Level 1" (left navigation button) and explain what needs to be changed/addressed. Go to "View Funding Proposal" (upper left corner) jump to view 18.3 to download current MTA/document for review.

Option 1: There are comments/proposed changes, you use Word document to track them
(1) revise/proposal changes in an earlier uploaded on your desktop tracked MTA;
OPTIONAL (2) send your reviewed MTA outside AURA to UChicago Tech office for their review;
OPTIONAL (3) click "Log Comment" (left navigation button) and state "MTA has been sent to UChicagoTech office for their review of IP language"
(4) click "Update Internal Documents View" (left navigation button);
(5) upload a revised MTA with proposed changes in "Other Internal Documents" section by clicking "Add" button and then click "OK" three times;
(6) Select "URA Request Changes - Level 1" (left navigation button), check box 1.0, type in in 2.0: "URA has finished its review of the MTA and would like to propose some changes. Please share a revised MTA in section 18.3 with the PI and let me know if he/she approves. Once approved, I'll contact Provider and start negation process", click "OK" (email notification is sent to PC)

Option 3: There are comments/proposed changes and you don't use Word document to track them
Select "URA Request Changes - Level 1", check box 1.0, type in in 2.0: "I reviewed MTA and propose the following changes: XXXXXXXXXXXX" and click "OK" (Email notification is sent to PC-O)

Option 4: If there are no comments/proposed changes and we can accept T&C as are
(1) make sure that the last version of the MTA has all required information (PI's name, title, our Institution's name, our Authorized Institutional Official's name and appropriate Institution's address): if not, update your version and save it on your desktop;
(2) click "Update Internal Documents View" (left navigation button) and upload last and final version of the MTA in "Other Internal Documents" section by clicking "Add";
(3) Email PC-O" (left navigation button), enter e.g. "URA has completed its review. We can accept MTA's current terms and conditions as are. Please have the PI date and sign the last version of MTA uploaded in section 18.3" and " and click "OK".
(4) Proceed to Step 12

Option 5: If there are no comments/proposed changes, MTA is submitted electronically by clicking on appropriate link and PI's signature is not required (e.g. Addgene)
(1) make sure that the last version of the MTA has all required information (PI's name, title, our Institution's name, our Authorized Institutional Official's name and appropriate Institution's address): if not, update your version and save it on your desktop;
(2) Proceed to Step 15

PC (Proposal Creator/DA)

STEP 7: PC FORWARDS MTA WITH PROPOSED BY URAA CHANGES TO PI FOR CONCURRENCE

IN AURA
log in and locate MTA/Funding Proposal in "My Funding Proposals" tab (it will be in "URA Changes Requested" state)
<table>
<thead>
<tr>
<th><strong>Email notification is sent to PI</strong></th>
<th><strong>OUTSIDE AURA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PI (Principal Investigator)</strong></td>
<td>PC may correspond with the PI outside of AURA to get his/her approvals</td>
</tr>
<tr>
<td><strong>IN AURA</strong></td>
<td>STEP 8: PI CONCURS WITH PROPOSED BY URAA’S CHANGES</td>
</tr>
<tr>
<td></td>
<td>log in and locate MTA/Funding Proposal in &quot;My Funding Proposals&quot; tab (it will be in &quot;URA Changes Requested&quot; state)</td>
</tr>
<tr>
<td></td>
<td>once you find it, please click on its name to open it</td>
</tr>
<tr>
<td></td>
<td>click &quot;View Funding Proposal&quot; (upper left corner)</td>
</tr>
<tr>
<td></td>
<td>jump to view 18.0, go to section 18.3, click &quot;View&quot;, click on the name of file and download on your desktop</td>
</tr>
<tr>
<td></td>
<td>review MTA</td>
</tr>
<tr>
<td></td>
<td>click &quot;Email PC-O&quot; (left navigation button)</td>
</tr>
<tr>
<td></td>
<td>1.0 If you approve proposed changes, please state &quot;PI approves proposed by URA changes&quot;. If not, please enter appropriate comments.</td>
</tr>
<tr>
<td></td>
<td>click &quot;OK&quot;</td>
</tr>
<tr>
<td><strong>OUTSIDE AURA</strong></td>
<td>PI may correspond with the PC outside of AURA to let them know if he/she approves the proposed changes</td>
</tr>
<tr>
<td><strong>PC (Proposal Creator/DA)</strong></td>
<td>STEP 9: PC FORWARDS/RECORDS PI’S APPROVAL OF THE PROPOSED CHANGES TO URAA TO START NEGOTIATION</td>
</tr>
<tr>
<td></td>
<td>Click on the link that comes in your email notification from AURA located next to &quot;Funding Proposal ID&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;Changes Made For URA&quot; (left navigation button)</td>
</tr>
<tr>
<td></td>
<td>1.0 check box</td>
</tr>
<tr>
<td></td>
<td>2.0 Enter you message stating: &quot;PI approved/concurs with proposed by URA changes&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;OK&quot;</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td>You may also upload related correspondence between you and the PI by clicking &quot;Update Internal Documents View&quot; (left navigation button)</td>
</tr>
<tr>
<td><strong>URA (Katie Gut)</strong></td>
<td>STEP 10: URAA SENDS MTA WITH PROPOSED CHANGES TO PROVIDER FOR REVIEW</td>
</tr>
<tr>
<td></td>
<td>outside AURA send an email to Provider with proposed/requested changes (all URAA-Provider correspondence that relates to negotiation process of MTA’s T&amp;C takes place outside of AURA)</td>
</tr>
<tr>
<td></td>
<td>log in and locate MTA/Funding Proposal in &quot;My Funding Proposals&quot; tab (it will be in &quot;URA Changes Requested&quot; state)</td>
</tr>
<tr>
<td></td>
<td>once you find it, please click on its name to open it</td>
</tr>
<tr>
<td></td>
<td>click &quot;Log Comment&quot; (left navigation button)</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>1.0</td>
<td>Enter you message &quot;Revised MTA with proposed changes has been sent to Provider for review&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;OK&quot;</td>
</tr>
<tr>
<td><strong>STEP 11: URAA FORWARDS REVIEWED AND APPROVED BY PROVIDER MTA TO PC</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>once you hear back from Provider and come to consensus when it comes to terms and conditions of the MTA, click &quot;Update Internal Documents View&quot; (left navigation button) and upload final version of the MTA in &quot;Other Internal Documents&quot; section by clicking &quot;Add&quot; button and then click &quot;OK&quot; two times;</td>
</tr>
<tr>
<td></td>
<td>click &quot;Email PC-O&quot; (left navigation button)</td>
</tr>
<tr>
<td></td>
<td>1.0 Enter you message &quot;We heard back from Provider and came to consensus when it comes to terms and conditions of Dr. X's MTA. Please see the final version of the agreement uploaded in section 18.3. Please have the PI sign and date it on page X and upload it in AURA once it's completed so that I can send it for institutional endorsement&quot; and click &quot;OK&quot;</td>
</tr>
<tr>
<td><strong>PC (Proposal Creator/DA)</strong></td>
<td><strong>STEP 12: PC FORWARDS FINAL VERSION OF THE MTA TO PI FOR SIGNATURE</strong></td>
</tr>
<tr>
<td></td>
<td>IN AURA</td>
</tr>
<tr>
<td></td>
<td>Click on the link that comes in your email notification from AURA located next to &quot;Funding Proposal ID&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;Notify PI Or Delegate&quot; (left navigation button)</td>
</tr>
<tr>
<td></td>
<td>1.0 check box &quot;Principal Investigator (PI) or Fellow (FW)&quot;</td>
</tr>
<tr>
<td></td>
<td>2.0 Enter you message &quot;Please sign and date the final version of the MTA-it can be found in view 18.3, and send it back to me via email outside of AURA, once completed&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;OK&quot;</td>
</tr>
<tr>
<td><strong>OUTSIDE AURA</strong></td>
<td>PC may correspond with the PI outside of AURA to get his/her signature</td>
</tr>
<tr>
<td><strong>PI (Principal Investigator)</strong></td>
<td><strong>STEP 13: PI SIGNS FINAL MTA AND SENDS IT BACK TO PC OUTSIDE OF AURA</strong></td>
</tr>
<tr>
<td></td>
<td>IN AURA</td>
</tr>
<tr>
<td></td>
<td>Click on the link that comes in your email notification from AURA located next to &quot;Funding Proposal ID&quot;</td>
</tr>
<tr>
<td></td>
<td>go to &quot;View Fundng Proposal&quot; (upper left corner)</td>
</tr>
<tr>
<td></td>
<td>jump to view 18.0, go to section 18.3 and upload a final version of the MTA on your desktop</td>
</tr>
<tr>
<td></td>
<td>sign and date final version of the MTA</td>
</tr>
<tr>
<td></td>
<td>send an email with a signed MTA to PC outside of AURA</td>
</tr>
<tr>
<td></td>
<td>select &quot;Log Comment&quot;</td>
</tr>
<tr>
<td></td>
<td>1.0 Enter your message &quot;MTA has been signed, dated and sent to PC&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;OK&quot;</td>
</tr>
<tr>
<td><strong>OUTSIDE AURA</strong></td>
<td>PI may correspond with the PC and send a signed MTA back to them outside of AURA</td>
</tr>
<tr>
<td><strong>PC (Proposal Creator/DA)</strong></td>
<td><strong>STEP 14: PC FORWARDS SIGNED BY THE PI MTA TO URAA</strong></td>
</tr>
<tr>
<td></td>
<td>PC receives a signed by the PI MTA outside of AURA and saves it on desktop</td>
</tr>
<tr>
<td></td>
<td>Click on the link that comes in your email notification from AURA located next to &quot;Funding Proposal ID&quot;</td>
</tr>
<tr>
<td></td>
<td>click &quot;Changes Made For URA&quot; (left navigation button)</td>
</tr>
<tr>
<td></td>
<td>1.0 check box</td>
</tr>
</tbody>
</table>
**URAA (Katie Gut)**

**STEP 15: URAA APPROVES FINAL VERSION OF THE MTA (LEVEL 1) AND SENDS IT FOR INSTITUTIONAL ENDORSEMENT**

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

- click "URA Approval - Level 1"
- 1.0 check box "This funding proposal has been reviewed for compliance with University and sponsor terms and conditions and is approved for submission"
- 2.0 click "No"
- 3.0 click "No"
- 6.0 check box "I approve, without additional comments"
- 9.0 select "Denise Butler (URA-M)" as the Signing Official required to complete final URA review and approval for this Funding Proposal
- click "OK"

**Email notification is sent to Denise Butler (URA-M/Signing Official)**

**URA-M (Denise Butler)**

**STEP 16: URA-M/SIGNING OFFICIAL APPROVES MTA**

Select "URA Institutional Endorsement" (left navigation button)

- 1.0 select "No"
- 4.0 check box "I approve, without additional comments"
- click "OK"

**Email notification is sent to PC**

**PC (Proposal Creator/DA)**

**STEP 17: PC and/or PID ACCEPTS FINAL VERSION OF THE MTA FOR SUBMISSION TO PROVIDER**

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

- click "PC Final Ready for URA To Submit" (left navigation button)
- 1.0 check box
- click "OK"

If you chose yourself in 7.4 as PID, click "PI-Fellow Final Ready For URA To Submit" (left navigation button)

- 1.0 check box
- click "OK"

This button is available for PC to use only if they select themselves as PID in 7.4

**Email notification is sent to URAA (person who has currently ownership of MTA)**

**PI (Principal Investigator)**

**OPTIONAL !!!**

**STEP 18: PI ACCEPTS FINAL VERSION OF THE MTA FOR SUBMISSION TO PROVIDER (if PC chose herself/himself as PID in 7.4, please skip this step)**

Click on the link that comes in your email notification from AURA located next to "Funding Proposal ID"

- click "PI-Fellow Final Ready For URA To Submit" (left navigation button)
1.0 check box
Email notification is sent to URAA (person who has currently ownership of MTA) and URAA (Katie Gut) clicks "OK".

**STEP 19: URAA SENDS PARTIALLY EXECUTED MTA FOR COUNTERSIGNATURES TO PROVIDER**

<table>
<thead>
<tr>
<th>1.0 check box</th>
<th>Email notification is sent to Provider (outside of AURA) asking for countersignatures (for all MTAs except Addgene ones).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 check box</td>
<td>Provider clicks &quot;Confirm Non S2S Submission&quot; (left navigation button) and &quot;OK&quot;.</td>
</tr>
<tr>
<td>3.0 state &quot;MTA received institutional endorsement and has been submitted to Provider for countersignatures-you can find it in section 17.6&quot; (Optional)</td>
<td>Provider clicks &quot;Upload Submitted Non S2S proposal&quot;.</td>
</tr>
<tr>
<td>2.0 upload final version of the MTA by clicking &quot;Add&quot;</td>
<td>Provider clicks &quot;OK&quot; two times.</td>
</tr>
</tbody>
</table>

**STEP 20: URAA AWARDS MTA AND DISTRIBUTES FULLY EXECUTED COPY**

<table>
<thead>
<tr>
<th>1.0 check box</th>
<th>Email notification is sent to PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 enter &quot;Please find a copy of the fully executed MTA in section 18.3 for your records&quot; OR, for Addgene &quot;Please be advised that Addgene Order No. 68844 has been approved electronically. No hard copy of the approved MTA will be provided.&quot;</td>
<td>Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot; two times.</td>
</tr>
<tr>
<td>3.0 choose whether you’d like to include the PI on this email</td>
<td>Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot;.</td>
</tr>
<tr>
<td>1.0 enter message &quot;This MTA is now fully executed. Please see it in section 17.4 (Final Submission Non-S2S Proposal)&quot;</td>
<td>Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot;.</td>
</tr>
<tr>
<td>1.4 enter Material End Date</td>
<td>Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot;.</td>
</tr>
<tr>
<td>7.6 &quot;Opportunity submission deadline&quot; will act as &quot;Project Start Date&quot;-please update after MTA is fully executed.</td>
<td>Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot;.</td>
</tr>
<tr>
<td>14.14 enter Material End Date</td>
<td>Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks &quot;OK&quot;.</td>
</tr>
</tbody>
</table>

**STEP 21: URAA UPDATES MTA INFORMATION AFTER IT IS FULLY EXECUTED**

| 7.6 "Opportunity submission deadline" will act as "Project Start Date"-please update after MTA is fully executed. | Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks "OK". |
| 14.14 enter Material End Date | Email notification is sent to PC, PI and URAA (person who has currently ownership of MTA) clicks "OK". |