

CDA/NDA REQUEST FORM

Please do not share confidential information until a CDA is fully negotiated and executed by all parties.

The purpose of this form is for a UTK PI to request a confidentiality agreement (CDA) to facilitate technical discussions and the sharing of confidential information between UTK and an outside entity. The Division of Research Administration (DRA) will use the information provided to begin the review and negotiation process.

No research or work should be conducted under a CDA. If you need to share materials or samples in addition to confidential information or perform evaluations or research with the outside entity, please contact our office directly or include detailed information herein regarding the additional requests.

DIRECTIONS: This form should be completed by the UTK PI requesting the CDA. Please return the completed form to the Division of Research Administration (DRA) at osp@utk.edu.

A. UTK DEPARTMENTAL INFORMATION

Lead Principal Investigator:

UTK College/Department:

Administrative Contact Name/Email:

Other UTK Personnel Name/Email (including paid students) involved in the exchange of or having access to the confidential information:

B. OUTSIDE ENTITY INFORMATION

Entity Name:

Entity Technical Contact Name/Email:

Entity Legal Contact Name/Email:

C. CONFIDENTIAL INFORMATION TO BE DISCLOSED

1. Provide a description of the confidential information being disclosed.
2. Does the information being disclosed include UT confidential information?
Yes (must complete #3 and #4 below)
No (proceed to next Section)
3. Was the information developed from an internally- or externally funded UTK research project? (*explanation required*):
Internal
External

4. Is the information subject to any third-party rights or reporting obligations resulting from any of the following (*select all that apply – explanation(s) required*):

Developed under externally sponsored research project (funded or unfunded)

UTRF Invention Disclosure

Other:

None

Detailed Description:

D. DESCRIPTION OF THE PURPOSE AND USE OF CONFIDENTIAL DISCLOSURE

Provide a detailed description of the purpose of this CDA, and the permitted uses of the information, e.g. discussions only, proposal development, etc.

E. COMPLIANCE (*select all that apply – detailed description(s) required*):

- | | | | |
|-----------------------------------|-----|----|--------|
| 1. Conflict of Interest: | Yes | No | Unsure |
| 2. Export Controlled Information: | Yes | No | Unsure |
| 3. Human Subjects Information: | Yes | No | Unsure |

Detailed Description:

F. EXTERNAL PARTIES/COLLABORATORS

Will you need to provide any of the OUTSIDE ENTITY's confidential information to any outside sponsors, collaborators, subcontractors, or other non-UT employees, including unpaid UT students?

Yes (*provide additional information regarding them and their involvement*)

No

Detailed Description: