

This form is to be used when requesting a CDA/NDA.

A CDA/NDA is needed whenever University Faculty or Personnel will be exchanging confidential or proprietary information with an outside party.

<b>Indicate:</b>	CDA one way (KU receiving)	CDA one way (KU disclosing)	CDA mutual
<b>Indicate:</b>	KU initiated		CDA form provided by outside party

**Name of KU Requestor (if not PI):**

**Name of KU Principal Investigator:**

Department:

Email:

**Other KU personnel participating in discussions (list name and email):**

**Name of Outside Party/Institution:**

**Name of Primary Outside Party/Institution Contact:**

Postal Address:

Phone:

Email:

**Name of Outside Party/Institution Principal Investigator (if different than contact):**

Postal Address:

Phone:

Email:

**Purpose of the Exchange (mark all that apply):**

- |    |  |                              |                         |
|----|--|------------------------------|-------------------------|
| a) | Research collaboration or sponsorship                  | Licensing, commercialization | Fee for service project |
|    | Other (describe)                                       |                              |                         |
| b) | Description of field of study/project to be discussed: |                              |                         |

**Description of Information to be Exchanged:**

a) Type (mark all that apply)

- |                                |                |                      |           |
|--------------------------------|----------------|----------------------|-----------|
| Algorithms                     | Drawings       | Unpublished Research | Materials |
| Structures                     | Software       | Source Code          | Formulae  |
| Diagrams                       | Business Plans | Prototype            | Other     |
| Unpublished Patent Application |                | Data – specify type: |           |

b) Manner of Communication (*mark all that apply*)

Oral	Electronic	Visual
Written	Site Visit	Physical Delivery

**Additional Information:**

Yes	No
1.	<p>Do you have any patent applications or invention disclosures in the KU Center for Technology Commercialization Office (<i>Tech Transfer Office</i>) that relate to the purpose of the exchange? If yes, please provide specific details of such application(s) and/or invention disclosure(s):</p> <p>If yes, include the KU Tech ID No. (<i>if available</i>):</p>
2.	<p>Are there any 3<sup>rd</sup> party rights or agreements that may relate to the purpose of the exchange? (e.g. Option Agreement, License Agreement, Sponsored Research Agreement, MTA, etc.)?</p> <p>If yes, please provide details (<i>names of parties; type of agreement; agreement number</i>):</p>
3.	<p>To the best of your knowledge, is the Confidential Information controlled for export by the Export Administration Regulations, 15 C.F.R. Parts 730-774, or the International Traffic in Arms Regulations, 22 C.F.R. Parts 120-130? (<i>Please contact the Office of Global Operations at <a href="mailto:gos@ku.edu">gos@ku.edu</a>, if you are not sure how to answer this question.</i>)</p>
4.	<p>Have any discussions already taken place?</p> <p>If yes, when, with whom, and how extensive?</p>
5.	<p>Did you discuss, receive, or send any confidential information during the prior discussions?</p> <p>If yes, please describe:</p>

**Please sign and date the completed document, and email it to your reviewer in Contract Negotiations or to [indcontracts@ku.edu](mailto:indcontracts@ku.edu).** Contract Negotiations, Office of Research, 2385 Irving Hill Rd, Lawrence, KS 66045

Principal Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_