

To initiate your request please complete this form to the best of your ability. Once completed, you can submit this form electronically via email by clicking the "SUBMIT" button below. **If the Other Party has provided a copy of their template, please attach the template and any relevant correspondence when you return this form.** You may also email this form or send any questions regarding this Other Agreement Request Form to ospcontracts@vt.edu.

VT PI requesting Agreement (Requestor): _____ Email: _____

Other VT personnel participating in Agreement (please indicate if these individuals are faculty, graduate students, or undergraduate students): _____

Entity Name of Other Party/Sponsor: _____

Other Party PI Contact: _____ Email: _____

Contracting Office Primary Contact: _____ Email: _____

Type of Agreement you are requesting:

If Other, please describe:

What is the purpose or context of the Agreement? Please provide any additional relevant information.

1. **YES** **NO** Is there a deadline to have the Agreement executed?
If **YES**, what is the deadline date?
2. **YES** **NO** Will the Agreement be shared with foreign nationals (students, faculty, visiting scientists, etc.)?
3. **YES** **NO** Will the Agreement include the following applications: military, space, intelligence, nuclear?
If **YES**, list the applications:
4. **YES** **NO** Will the Agreement involve intellectual property previously disclosed to Virginia Tech Intellectual Properties (VTIP) or intellectual property that needs to be disclosed?
If **YES**, provide details of the intellectual property:
5. **YES** **NO** Are there any other agreements (such as confidentiality, material transfer, data use or license agreements) related to this Agreement?
If **YES**, please identify the agreement(s):