



REQUEST FOR CONFIDENTIAL DISCLOSURE AGREEMENT

TO INITIATE A NEW CDA, PLEASE FILL OUT AND EMAIL THIS FORM TO: ospcontracts@vt.edu

Please attach a copy of any draft agreements sent for VT review

VIRGINIA TECH

Please provide the following information for the PI, Department, and Point of Contact who will be disclosing and/or receiving information.

| | |
|----------------|---|
| PI Name: | VT Point of Contact (if other than PI): |
| | |
| PI Department: | VT Point of Contact Email Address: |
| | |
| PI Email: | Department Organization Code (Example: 030800): |
| | |

Is VT disclosing confidential information? Yes No Maybe

OTHER ORGANIZATION

Please provide the following information for the Other Organization participating in the Confidential Information exchange with Virginia Tech.

| | |
|--------------------------------------|--------------------------|
| Name of Organization: | Organization's Address: |
| | |
| Point of Contact (if other than PI): | |
| | PI Name (If applicable): |
| Point of Contact Email: | |
| | PI Email Address: |
| | |

Is Other Organization disclosing confidential information? Yes No Maybe

ADDITIONAL INFORMATION

1. What is the Subject Matter of the discussions?

2. What is the Purpose for the discussion of Confidential Information (e.g., discussions relating to a business relationship between the parties, a potential bid, request for proposal or quotation, teaming agreement, acquiring a license and/or rights to an invention, further development)? Please note the potential for any commercial development of technologies, if applicable.

3. Will the discussions involve any intellectual property of Virginia Tech Intellectual Properties (VTIP), including invention disclosure(s) or ideas that should be disclosed? If so, provide a detailed description of the intellectual property:

4. Will the research involve any international partners/collaborators or foreign national researchers (students, faculty, visiting scientists, etc.)?

5. Will confidential information or software be physically exported outside of the United States? If so, provide a description of the item and country of final destination.

6. Will these discussions involve any military, space, intelligence or nuclear information? Please explain.

7. Do you believe the technology being shared provides critical/significant military or an intelligence advantage to the United States? Please Explain.

8. Are the technologies/information to be discussed restricted by any U.S. export control laws (EAR or ITAR)?

9. If you have corresponded with the Organization, provide any significant details of the correspondence and/or attach copies of emails with the form.

Please note the following:

- A Confidential Disclosure Agreement (CDA) must be in place before exchanging confidential information within the organization. All CDAs must be processed through and signed by the Assistant VP in the Office of Sponsored Programs (OSP).
- As a point of contact, you may be required to sign the CDA as such; however, you are not authorized to execute the CDA (to sign on behalf of Virginia Tech).
- OSP will coordinate with the Office of Export and Secure Research Compliance to ensure that there are no export control issues. PIs should work directly with the Office of Export and Secure Research Compliance on all projects that involve export controlled information.

Upon execution of a CDA, you will be notified and provided a copy of the agreement. You must understand and comply with the terms of the CDA. If you have questions or if you need additional information, please contact Cyndy Williams in the Office of Sponsored Programs at cwilli64@vt.edu or 231-3371.