

# CDA/NDA

## \*required question

- \*Name of Person Completing Form:
- \*Is this request related to a proposal or a time-sensitive matter?
- \*What is the deadline date?

## Requestor Information

- \*PI Name & Title:
- \*School/College:
- \*Department:
- \*Department Admin Contact:
- \*Please select what is needed for this request:
  - Select "I need a Confidential Disclosure Agreement (CDA) or a Non-Disclosure Agreement (NDA)."
- \*This CDA/NDA is for:
  - Select one of the following:
    1. A proposal submission
    2. A business discussion with an industry sponsor for a funded project
    3. A discussion for licensing or to share intellectual property
    4. Other/Not listed above. (If this is selected, only the following fields will appear:
      - \*Please describe what you need the CDA/NDA for and provide any relevant documentation you have in the attachment upload field.
      - Documentation Provided: New Agreement Template Provided by Sponsor and Any Relevant Previously Fully Executed Agreements
      - File Upload
      - "By checking this box, I acknowledge that all information I have given is accurate."

## Entity/Institution Information

- \*Name: (Enter the name of the service provider, consultant, sponsor, institution, external party, or pass-through entity.)
- \*Address: (Enter the legal address of the service provider, consultant, sponsor, institution, external party, or pass-through entity.)

- \*Point of Contact Name and Title: (Enter the point of contact name and title of the service provider, consultant, sponsor, institution, external party, or pass-through entity.)
- \*Point of Contact Email: (Enter the point of contact email of the service provider, consultant, sponsor, institution, external party, or pass-through entity.)
- Point of Contact Phone Number: (Enter the point of contact phone number of the service provider, consultant, sponsor, institution, external party, or pass-through entity.)

#### Project Details

- \*Project Title:
- \*Coeus Lite Proposal #:

#### Contract Details

- \*Start Date:
- \*End Date:
- \*Will intellectual property (IP)/inventions be created under this agreement?  
-Select one of the following:
  1. No, no IP/inventions will be developed under this agreement.
  2. Yes, the counterparty will create IP/inventions under this agreement.
  3. Yes, both Drexel University and the counterparty will create IP/inventions under this agreement.
- \*Will there be any Drexel, joint, or third-party existing IP (background IP) used in this project?  
-Select all that apply:
  1. Yes, a Drexel patent IP.
  2. Yes, a joint patent IP.
  3. Yes, a third-party patent IP.
  4. No, no patent IPs will be involved.
- \*Publication: Publication of results of this project will be managed as indicated:  
-Select one of the following:
  1. There will not be publication of results of this project.
  2. Drexel will publish the results alone.
  3. Drexel will publish the results and the counterparty to this agreement will co-author such publication.
  4. Drexel and the counterparty will publish the results separately.

- \*Disclosure of Confidential Information: Please indicate if there is confidential information being disclosed and how.
  - Select all that apply:
    1. Yes, Drexel is disclosing confidential information.
    2. Yes, confidential information is being disclosed to Drexel.
    3. Yes, confidential information will be mutually disclosed.
    4. Yes, confidential information has ALREADY been disclosed.
    5. No, confidential information will not be disclosed.
- \*Will there be any sharing of protected data (Protected Health Information/Personally Identifiable Information) or will the research involve Human Subjects?
  - Select all that apply:
    1. Yes, the Principal Investigator will be sharing data with the sponsor.
    2. Yes, the Sponsor will be sharing data with the Principal Investigator.
    3. Yes, both the Principal Investigator and the sponsor will be sharing data with each other.
    4. Yes, the project involves human subjects.
    5. No, there will be no sharing of protected data.
    6. No, the research will not involve human subjects.
      - If any of the first four options are selected in the previous question, the two following questions will appear:
        1. \*IRB Approval #: (You will need to provide the IRB Approval Letter in the Attachment Upload field.)
        2. \*IRB Approval Expiration Date: (This date must be a future date.)

Documentation Provided

- New Agreement Template Provided by Sponsor
- Any Relevant Previously Fully Executed Agreements (This includes any prior CDAs, NDAs, ICAs, etc. related to the request.)
- Additional Comments
- File Upload
- \*By checking this box, I acknowledge that all information given is accurate.
- Send me a copy of my responses.