

**UNIVERSITY OF ROCHESTER
CONFIDENTIAL DISCLOSURE AGREEMENT CHECKLIST**

A Confidentiality Disclosure Agreement (CDA) or a Nondisclosure Agreement (NDA) is an agreement under which a party ("Recipient") agrees to maintain confidentiality regarding proprietary information ("Confidential Information") that it receives from another party ("Information Owner"). For example, a company might choose to share information for the purpose of determining whether an academic institution might be interested in establishing a clinical trial to test the company's drug. In such a situation, the company would probably be sharing product information with the academic institution and would want to protect this information from disclosure by the academic institution to third parties. The confidentiality agreement should consist of terms that are amicable to both parties so as to prevent disclosure of confidential or proprietary information by either party as well as ensure that University of Rochester's policy and obligations are not compromised.

University of Rochester Scientist(s) Name: _____ **Box No.:** _____

UR Scientist Phone Number(s): _____

Location: MEDICAL CENTER _____ RIVER CAMPUS _____

Date: _____ **Department:** _____

Background Information:

- 1) Subject of Disclosure to be discussed:

- 2) Will both parties be disclosing Confidential/Proprietary Information? Yes ____ No ____
***If No, who will be disclosing the information? _____

- 3) Name of the other party who will be disclosing/receiving information (NOT the UR Scientist)
Name:
Address:
E-mail:
Phone:

- 4) How long do you plan to discuss the subject of disclosure?

- 5) Do you plan to meet with the company? Yes ____ No ____ If Yes, when: _____

- 6) Is this a precursor to a Clinical Trial Agreement? Yes ____ No ____ If No, please describe the purpose of this disclosure?

- 7) Are there any deadlines associated with the CDA/NDA you received?

- 8) Do you have a Word version of the agreement?

- 9) Is there another Agreement with the company regarding the same subject? i.e., MTA

Note: Please forward all e-mails regarding the CDA and Word documents of the agreement if possible. IF YOU ARE NO LONGER INTERESTED IN PURSUING THE STUDY, PLEASE NOTIFY THE ORPA MTA OFFICE IMMEDIATELY. THANK YOU!