# University of Rochester

# CDA / Confidentiality Agreement / NDA Checklist

A Confidential Disclosure Agreement (CDA) / Confidentiality Agreement / Non-Disclosure Agreement (NDA) is an agreement under which a disclosing party shares information with a receiving party in exchange for the receiving party keeping that information confidential. A one-way CDA / NDA involves only one party sharing confidential information. For example, a company might share information with the University of Rochester for the purpose of discussing a potential clinical trial. Under a two-way (mutual) CDA / NDA, both parties exchange confidential information, and both parties are bound by obligations of confidentiality.

Examples of confidential information a University of Rochester employee / investigator may share include: unpublished data, preliminary results, novel ideas, future research plans, etc.

**Date:**

**Name and title of University of Rochester Employee / Investigator:**

**Laboratory or Office Address:**

**E-Mail:** **Phone Number:** **UR BOX #**

**Primary Department:**

**Point of Contact for Correspondence:**

**Point of Contact E-Mail:**

1. Contact information for the other person / party who will be disclosing / receiving confidential information [not the University of Rochester employee / investigator]
   1. Name:
   2. Title:
   3. Organization:
   4. Address:
   5. E-mail address:
2. Point of contact for the other party disclosing / receiving confidential information [e.g. department administrator, laboratory contact]
   1. Name:
   2. Title:
   3. E-mail address:
3. Is this CDA / NDA related to an industry sponsored clinical trial? yes  no 
   1. If yes, please provide the name of the industry sponsor / CRO:
   2. If yes, please provide the title / description of the study:
   3. If yes, please provide the expected period of time discussions will take place [e.g. 6 months, 1 year, 2 years, 3 years….5 years]:
   4. If yes, please provide the deadline, if any, associated with this CDA / NDA:
4. Will the University of Rochester employee / investigator share confidential information under this CDA / NDA? yes  no 
   1. If yes, please provide a one sentence description of the confidential information to be shared (exactly how the confidential information should be described in the CDA / NDA):
   2. If yes, did the confidential information originate at the University of Rochester?

yes  no

* 1. If yes, please provide the expected period of time discussions will take place [e.g. 6 months, 1 year, 2 years, 3 years….5 years]:
  2. If yes, what is the specific project, potential collaboration or study the receiving party should be limited to use the University of Rochester confidential information for?

1. Is the confidential information related to developing intellectual property, a future invention disclosure or patent application? yes  no 
   1. If yes, have you contacted UR Ventures? yes  no
   2. If yes, please summarize the potential intellectual property:

1. Is the confidential information to be received or disclosed under the CDA / NDA export controlled or in any way related to a sanctioned country [e.g. under EAR, ITAR or OFAC]?

yes  no  do not know

* 1. If yes, please provide further explanation

1. Does the University of Rochester employee(s) / investigator(s) have any applicable / relevant financial relationship or financial interest of any kind with the disclosing or receiving party or in the confidential information? yes  no 
   1. If yes, please provide further information

1. Please indicate any other relevant information / circumstances related to this CDA / NDA:

* Please submit the completed Checklist by e-mail to either Josef Mejido [[josef.mejido@rochester.edu](mailto:josef.mejido@rochester.edu)] or Joynita Sur [[joynita.sur@rochester.edu](mailto:joynita.sur@rochester.edu)] dependent on the department within University of Rochester this MTA pertains to [see [link](https://www.rochester.edu/orpa/_assets/pdf/orpa_MTADeptList.pdf)]
* Note that the appropriate University of Rochester address for all CDAs / NDAs is:

University of Rochester

Office of Research & Project Administration

518 Hylan Building, Box 270140

Rochester, NY 14627