

**Office of Legal Affairs – Nondisclosure Agreement (NDA) Routing Form**

**Internal Georgia Tech Contact Information:**

PI/Project Director/Principal Contact for NDA: \_\_\_\_\_ Dept: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_ Mail Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alt Number: \_\_\_\_\_  
Admin Asst: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**External Company Contact Information:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Company Technical Contact Name & Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Contract/Business Contact Name & Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Will you be disclosing any GT proprietary/confidential information?** Yes / No

If yes, identify the topic of information to be disclosed (i.e. what are you going to discuss with the company?): \_\_\_\_\_  
\_\_\_\_\_

Purpose of Disclosures (i.e. why are you exchanging the information?): \_\_\_\_\_  
\_\_\_\_\_

**Will you be receiving any proprietary/confidential information from the Company?** Yes / No

If yes, identify the topic of information to be disclosed: \_\_\_\_\_  
\_\_\_\_\_

**Is the NDA related to a Sponsored Research Agreement?** Yes / No

If yes: Contracting Officer: \_\_\_\_\_  
Proposal Title is: \_\_\_\_\_

**Is there a GT invention disclosure associated with the information to be disclosed?** Yes / No GTRC ID # \_\_\_\_\_

**Are there any foreign nationals working on this project?** Yes / No

If yes, from which countries: \_\_\_\_\_

**Estimate the Start Date** (i.e. first meeting/planned interaction involving propriety information exchange): \_\_\_\_\_

Please provide a brief description of any time constraints: \_\_\_\_\_

**Term for Disclosures** (i.e. how long will you need to exchange information?): \_\_\_\_\_

**Period of Confidentiality** (i.e. how long do you want the information protected?): \_\_\_\_\_

*Note:* The period of confidentiality is normally five (5) years – the period covered in your employment agreement with Georgia Tech. Any additional period will require the approval of GTRC, as well as your Lab Director/Center Director/Chair of your School, and the execution of an extension agreement in which you agree to keep the information confidential for the extended term.

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**I HAVE READ THE NONDISCLOSURE AGREEMENT RELATED TO THIS FORM & HAVE INDICATED ANY OBJECTIONS TO THE PROVISIONS.**

Signature of Georgia Tech PI: \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_, 2009.

- 1) Note: the contract/business contact listed should be an individual in the company who is authorized to negotiate and/or approve changes to the NDA.
- 2) If neither side is going to disclose proprietary/confidential information, an NDA is not necessary.
- 3) Please make sure the listed topics of information are not proprietary/confidential.
- 4) All of the above-requested information is necessary; failure to fully complete this form may cause a delay in processing your request.

**Please fax the completed and signed form to 404.894.3120.**  
Questions about the form? Please call 404.894.4812 or email asklegal@gatech.edu.