

**Technology Commercialization & Business Development**

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**CONFIDENTIALITY AGREEMENT (CDA) INTAKE FORM**

(also known as non-disclosure agreement (NDA), secrecy agreement)

To be completed and submitted electronically to your contract specialist.

**Principal Investigator/Requesting Party:**        **Telephone Number:**        **Date:**

**External Organization (copy and add parties as necessary):**

Legal Entity/Organization Name (1):       Address:

Responsible Party:       Email Address:       Telephone Number:

Administrative Contact Person (if different):       Email Address:       Telephone Number:

**Confidential Information**

Provide a detailed description of Confidential Information shared by each party (add External Organizations if more than one):

Temple University:

[Enter External Organization]:

**Temple Intellectual Property**

Please indicate if the CDA is related to University intellectual property (e.g. invention disclosure, patent application, copyright) and provide any related information (Technology Case #, Serial #):

**Notices**

Provide Name, address and email address of person who should receive any notice, report or communication for the External Organization:

1. Name:       Address:       email address:

**Authorized Signatory**

Name of Responsible Party who is authorized to sign the agreement on behalf of External Organization (add if multiple External Entities):

1. Name:       Title:

**Please note:**

* Foreign entities will require export control review prior to final signature which may result in additional time for review
* **IMPORTANT NOTE: In most cases, to be considered protected under the CDA, confidential information would need to be (1) designated in writing as CONFIDENTIAL, or (2) if transmitted orally, (i) subsequently memorialized in writing, and (ii) marked CONFIDENTIAL within 30 days of oral transmission. Please be sure to read the final CDA and direct any questions you may have concerning the terms of the CDA to our office prior to signing the document as ‘Read and Acknowledged’**

**Please provide any Special Notes/Instructions that you, as the PI, wish to include it the CDA:**

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