

**CONFIDENTIAL DISCLOSURE AGREEMENT
Request Form**

To submit a request for a Confidential Disclosure Agreement (CDA), please complete all requested fields in the form. A member of the Contracts Management team at Columbia Technology Ventures will promptly begin reviewing your request and assist you in getting the CDA in place. Questions? Email: cmghelp@columbia.edu

PLEASE NOTE THE FOLLOWING:

CDAs should only be used to facilitate preliminary discussion regarding Confidential Information with an Outside Party, not for transferring materials or conducting research.

Please Answer All Questions.

1. Please enter your contact information:

First and Last Name	Department
Email	Phone

2. Are you the Columbia Principal Investigator? Yes No If no, please fill out the PI information:

First and Last Name	Department
Email	Phone

3. Outside Party contact information: Company/Institution Name

First and Last Name	Title
Email	Phone

4. Who will be disclosing Confidential Information? (check all that apply)

Outside Party will be disclosing the following Confidential Information:

Please complete the following statements for the CDA

“Outside Party Confidential Information” means all information relating to

(optional) This includes, but is not limited to, information relating to

Columbia will be disclosing the following Confidential Information: (briefly describe *the subject matter* of the technical field)

Please complete the following statements for the CDA

“Columbia Confidential Information” means all information relating to

(optional) This includes, but is not limited to, information relating to

5. Is the Columbia Confidential Information related to a Columbia Invention Report (IR)?

No

Yes, please provide IR#s (optional) _____ and name of Licensing Officer you worked with (optional) _____

Uncertain

6. What is the purpose of the disclosure of Confidential Information? (check all that apply)

- To evaluate Outside Party's possible interest in licensing rights to Columbia inventions and/or sponsoring research at Columbia
- To facilitate discussions between Columbia and Outside Party regarding possible collaboration
- Other (please specify)

7. Have you already disclosed this Confidential Information?

- Yes, what is the earliest date of disclosure?
- No, when do you plan to disclose?

8. Do you have any agreement form(s), document(s) or correspondence from the Outside Party we need to obtain from you?

- Yes
- No

(optional) Please feel free to provide any additional comments