



Non-Disclosure Agreement (NDA) Routing Form

Legal Affairs

GT's Point of Contact Information:

Name & Title:

Department:

Email:

Phone:

Mail Code:

Select one of the following:

Provide the class name and number | description of the academic program | description of the purchase:

Before you proceed, is this NDA related to funded/unfunded Research?

If Yes, please click here.

Company's Information:

Company Name:

Address:

Name of Technical Contact:

Phone:

Email:

Name of Contracts Contact¹:

Phone:

Email:

Will you be disclosing and/or receiving proprietary information?²

Non-confidential description of the subject matter or project name³:

GTRC Invention Disclosure #:

Licensing Officer:

Are you going to disclose and/or receive export controlled information?

Are there any foreign nationals working on this project?

If yes, from which countries:

Estimated date when you expect the exchange of proprietary information will begin:

Estimated timeframe when you expect the exchange of information will cease:

I HAVE COMPLETED THIS FORM TO THE BEST OF MY KNOWLEDGE AND HAVE READ OR WILL READ THE RELATED NON-DISCLOSURE AGREEMENT, AND I WILL INDICATE TO THE ATTORNEY PROCESSING THIS AGREEMENT ANY OBJECTIONS I MAY HAVE TO THE PROVISIONS OF THE AGREEMENT. AS THE POC, I WILL ENSURE COMPLIANCE WITH THE TERMS OF THE NDA BY ME AND OTHER GT RECIPIENTS.

Signature of GT POC:

Date:

¹The company's contracts contact is the person who is authorized to negotiate and approve changes to the NDA on the company's behalf.

²If proprietary information is not going to be exchanged, there is no need for an NDA.

³This form and the resulting NDA are not proprietary as they are subject to disclosure under the Open Records Act.

* For mutual NDAs, the period of confidentiality is typically five (5) years – the period covered in your employment agreement with Georgia Tech. Please advise if a term longer than five (5) years is needed as it will require additional internal approvals.

Please submit the fully completed and signed form to asklegal@gatech.edu for review and assignment. Failure to provide any of the information requested on this form may cause a delay in processing your NDA. For questions call 404.894.4812.