

## Bi-Lateral Non-Disclosure Agreement Request Form

RIT understands that it may be necessary to share confidential information (CI) to facilitate discussions, our goal is to balance the need to share the information with reasonable expectations of how to protect it. RIT engages in sponsored projects to support its primary educational mission, some restrictions on dissemination may be contrary to that purpose.

- Bi-lateral Non-disclosure agreements (BNDAs) may be necessary if confidential information must be exchanged between RIT and a sponsor to facilitate a preliminary discussion about the feasibility of a sponsored project.
- Resulting sponsored project agreements will contain their own confidentiality terms that balance the needs of the University with those of the sponsor for the specific project.
- We encourage our investigators to explore research collaborations, but seek to limit the scope and duration of confidential disclosures. A BNDA is a binding legal agreement under which RIT assumes liability for protecting confidential information on behalf of its employees which is why RIT must limit the scope and duration.
- At RIT, the principal investigator is responsible for controlling access to confidential information disclosed by the sponsor. Thus, in order to ensure compliance with the terms of the BNDA all confidential information received must be clearly marked or labeled as such. For information on procedures to protect CI, see RIT's Information Security website, <http://security.rit.edu/>.
- RIT is generally unable to agree to the standard terms used in many corporate BNDAs as they frequently conflict with RIT's mission as an educational institution and cannot reasonably be complied with in the university environment.
- Use of the standard RIT BNDA is recommended. Standard BNDAs are approved and signed much faster than sponsor-provided non-disclosure agreements, which must go through a separate review and negotiation process.
- The Vice President for Research is the only Authorized Signatory for non-disclosure agreements associated with sponsored projects.

Submit completed form to [PostAward@rit.edu](mailto:PostAward@rit.edu) . If you receive a non-disclosure agreement from another party, attach this completed form and that agreement when sending to [PostAward@rit.edu](mailto:PostAward@rit.edu).

<b>PI Name:</b>		<b>PI Department:</b>	
<b>PI Phone:</b>		<b>PI Email:</b>	
<b>Sponsor:</b>		<b>Initial Disclosure Date:</b>	
<b>Sponsor Address:</b>			
<b>Sponsor Technical Contact (STC):</b>		<b>Sponsor Admin Contact (SAC):</b>	
<b>STC Email:</b>		<b>SAC Email:</b>	
<b>STC Phone (optional):</b>		<b>SAC Phone (optional):</b>	
<b>Technical Area:</b>			
<b>Purpose of exchange (be as specific as possible):</b>			
<b>How much time do you need to exchange CI?</b>		<input type="radio"/> 1mth <input type="radio"/> 6mth <input type="radio"/> 1yr	
<b>Name of RIT individual who will coordinate the receipt of and control access to the CI for RIT:</b>			
<p><b>I agree that the exchange of CI is necessary and I will ensure compliance with all terms of confidentiality by myself and by anyone I allow access to the CI.</b></p>			
<b>Signature:</b> _____		<b>Date:</b> _____	