

## Non-Disclosure Agreement (NDA) Information Sheet

<b>1 Cardiff University PI</b>						<b>School</b>			
<b>2 Name of contact at school if not PI</b>									
<b>3 Full name and address of the external organisation</b>									
Organisation						Contact name			
Address									
Telephone				Email					
<b>4 About the NDA</b>									
a.	Date from which information will be disclosed/ was first disclosed i.e. date of (first) discussion / meeting:								
b.	Brief description of the type of information being shared (eg "data/methodologies/intellectual property relating to...")								
c.	Brief description of why you and/or the external organisation wish to share information (eg to explore opportunities for future research / commercial collaboration):								
<b>5 Wider relevance</b>									
a.	Does the proposed NDA relate to a pre-existing or current project or agreement involving Cardiff University as a partner?						Yes	No	
b.	If yes, please provide details (such as project name, finance code or RIS database number, if known):								
<b>6 Flow of information</b>									
a.	The exchange of information was/will be:		One way (one party disclosing information)			Two way (each party disclosing information)			
b.	If one way, which party is disclosing information?								
c.	Will the information be shared with any non-Cardiff University employees (eg students, honorary staff, visiting fellows, third parties)?						Yes	No	
d.	If <b>yes</b> for <b>c.</b> , please state whom:								
<b>7 Dementia Research Institute ("DRI") – please tick as applicable</b>									
This NDA is related to a project funded by the DRI.				The related project uses facilities or equipment funded by the DRI					
<b>8 Any other relevant information</b>									

Depending on your responses to the above questions, we will select an appropriate model agreement to issue directly to the external organisation, or propose amendments to the NDA submitted for review. We will endeavour to negotiate amendments as quickly as possible, and appreciate your co-operation during this process.