



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Nondisclosure Agreements

If your work at the university involves the exchange of proprietary or confidential information, then you should be working through UAF's assigned staff to execute a nondisclosure agreement, or NDA. NDAs, also referred to as confidential disclosure agreements and proprietary information agreements, are handled by staff at UAF's Office of Intellectual Property and Commercialization and Office of Grants and Contracts Administration. Email uaf-nda@alaska.edu to reach the assigned staff members, and you will receive a prompt response.

NDAs are needed most often in the research context, though they are used in other contexts as well. Typically, university researchers contemplating or engaged in a collaborative project need to exchange proprietary information with the partner. A researcher may not sign an NDA on behalf of the university. However, the researcher will be asked to sign an acknowledgement that they will comply with the terms of the agreement.

UAF has a template NDA which may be modified under certain circumstances to the acceptance of all parties. Negotiation with the other party and execution of the NDA usually takes about one or two weeks. NDAs submitted by partners often contain provisions outside the bounds of state and university policies and can require additional negotiation.

Please email uaf-nda@alaska.edu with any questions or if you need to set up an NDA.