MTA questions
1. Are you providing or receiving materials?
2. Please describe the precise scientific description of the materials.
3. For how long do you or the other party require the materials (months, years, unknown?)
4. Are you planning to exchange confidential information in addition to the material?
5. Will the material be used with:
a. Live vertebrate animals
b. Humans
6. Will the material contain or involve recombinant DNA including transgenic plants, pathogens, or
biological toxins?
7. Will the material contain or involve virus, rickettsiae, bacteria, toxin, fungi, mycoplasma, or the
genetic elements of such items (chromosomes, genomes, plasmids, transposons, and vectors,
whether genetically modified or unmodified)?
8. Will the material contain radioactive components?
9. Do you anticipate any intellectual property being created or developed as a result of the use of
the transferred materials?
10. Will the material be imported from or exported to a foreign country?
11. Will a foreign national (whether inside the US or outside the US) receive the material?
12. Do you know if the material is subject to export control?
13. Where will the material be housed?
14. Wil the material be used in sponsored research? If yes, please provide sponsored award
number.
15. Please provide a brief summary of the research and intended use of the material.
16. Will you need to modify the material?
17. Will the modified material become incorporated into the material?
18. Is the material commercially available?

Confidentiality Agreement/Non-Disclosure Agreement questions

1. What it the purpose of this exchange (please be specific)
2. Is it mandatory to receive or disclose confidential information in order to accomplish the
purpose?
3. Are you involved in any other agreement with the other party?
4. What does the confidential information that you wish to protect pertain to?
5. What is the term required for the NDA?
6. Are you a U.S Citizen and are others who will require access to the confidential information U.S.
Citizens. If not, please provide Citizenship.

7. Will you be providing or receiving any biological or chemical materials or software during your
discussions with the other party?
8. Will you or the company be doing any work at this time (NDAs only cover confidentiality, not
work so a different agreement may be needed if the answer is yes)?
9. Please summarize the scope of the discussions in a short sentence or sentences that we can add
to the NDA.
10. Is there any CMU IP involved in the disclosure?
11. Does any third party have rights to the information being disclosed by the PI or were third party
funds used in developing the information?
12. Will any foreign nationals have access to the confidential information being disclosed or
received?
13. Is any of the information to be received or disclosed export controlled?
14. Is the other party a foreign company or have affiliates that will provide or have access the CMU
confidential information?
15. Are you expecting to be able to use the information provided in your research?
16. What formats will the information be provided in?
17. Will the information be accessed via a secure secured server?
18. If ye orTc[( )] TJ
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