

LANL USE ONLY
NON-DISCLOSURE Agreement (NDA)
LANL Principal Investigator
Request for Information

To initiate an NDA, please follow the steps below:

For your information, the NDA is with “Los Alamos National Security, LLC, operator of Los Alamos National Laboratory.” All LANL employees are covered under this NDA.

Please complete and return the attached PI Questionnaire to the Administrative Contact listed below.

A questionnaire will be sent to the Company contact person that you have provided us, to be completed with their information.

The return of both the PI and Company questionnaire constitutes a willingness by both parties to enter into Agreement.

AN AGREEMENT WILL NOT BE PREPARED WITHOUT THE RETURN OF THE PI AND THE COMPANY QUESTIONNAIRES.

What to expect after completed questionnaires are returned:

- The Contract Administrator will prepare the Agreement and will execute for Los Alamos National Security, LLC, LANL.
- The executed Agreement will be forwarded to the Company for signature.
- When the Agreement has been returned to TT fully executed, a memo will be sent to the LANL PI, along with a copy of the signed Agreement.
At that point, you may have “proprietary” discussions with the company.

Please remember:

A Non-Disclosure Agreement constitutes **an exchange of information only**. If work of any kind is to be performed, another type of agreement needs to be put in place.

For a matrix of agreements types, call 5-9090 or visit the TT web site at <http://www.lanl.gov/partnerships/>

DO NOT SIGN A NON-DISCLOSURE AGREEMENT YOURSELF!!

Only TT Division has the authority to sign non-disclosure agreements for Los Alamos National Security, LLC, Los Alamos National Laboratory.

If the company does not take exception to the language, the Agreement will be quickly executed. However, if the company requests changes, LANL’s legal department must review and approve those changes. THIS WILL DELAY THE EXECUTION OF THE AGREEMENT.

Questions?
Debbie Gonzalez
(nda@lanl.gov)
Phone: 505-667-5841
FAX 505-665-3125

LANL USE ONLY
Principal Investigator Questionnaire

Please complete, and return to: Debbie Gonzalez, MS C333, or e-mail to nda@lanl.gov (Phone: 7-5841)

1) Company Name:	City:	State:
2) Company Contact's Name:	Contact's E-mail address:	Contact's Phone No:
3) Will LANS' (LANL) Proprietary Information be shared with foreign employee(s) of this company? (If you do not know, do not worry, this question is also asked of the company)		
YES _____ NO _____ (go to #4)		
If "YES" is (are) your contact(s) a Permanent Resident Alien(s) located in the United States?		
YES ____ (go to #4)		
NO ____ If "NO" provide the country(s) of Citizenship, if known _____		

- 4) Choose **ONE** of the following:
- _____ **Bilateral - BOTH** the Company and LANS are disclosing Proprietary Information. Provide both the Company and LANS' area of discussions below.
- _____ **Unilateral-In - COMPANY only disclosing** Proprietary Information to LANS. Provide the Company's areas of discussions below,
- _____ **Unilateral-Out - LANS only disclosing** Proprietary Information to the Company. Provide LANS areas of discussions below

5) Provide a brief, **Non-Proprietary Description of the Proprietary Information to be Exchanged** (including patent application titles and numbers, invention disclosure titles and numbers, as well as copyright titles and numbers)

Agreement will say " Information which relates to

6) Purpose: **CHOOSE ONE** of the following –
This Agreement is being requested for the purpose of:

	conducting collaborative discussions
	conducting discussions to evaluate whether to enter into a contractual relationship
	Evaluating information to be disclosed in the course of negotiations of an agreement

7) Fill in the following information for Los Alamos Contacts Information:
Principal Investigator

Official Name(including Middle Initial)	Group	Mail Stop:	e-mail:	Phone:	Fax:
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Alternate Principal Investigator

Official Name:
Group:

Group Leader:

Official Name:
Group:

Division Leader

Official Name:
Division:

Information Copy (if applicable):

Official Name:
Division: