



# REQUEST FOR NON-DISCLOSURE AGREEMENT

## *STUDENT PROJECT*

### PURPOSE

This Request for NDA Form is required to be completed for industrial-supported student projects (senior design projects, capstone projects) which require the receipt of a sponsor's confidential or proprietary information.

UNIVERSITY CONTACTS	
PSU Department:	
Program Name:	
Program Director:	
Campus Address:	
eMail:	
Instructor Name:	
eMail:	

SPONSOR CONTACTS	
Sponsor Name:	
Address:	
Address:	
City/State/Zip:	
Contractual POC:	
eMail (required):	
Technical POC:	
eMail:	

### PROJECT INFORMATION

Project Title:		Course Number:	
Type of Students: (undergraduate, MBA, etc.)		Semester:	
Please provide a description in the space below of the Sponsor's <b>Confidential Information</b> that Penn State anticipates receiving:			
<b>Yes</b>	<b>No</b>		
		Is it <u>mandatory</u> to receive <b>Confidential Information</b> from the Sponsor in order to accomplish the project? (If "No", the Program Director should inform the Sponsor that an NDA is not required)	
		Is there a deadline to have the agreement signed?	Deadline Date: <input style="width: 100px;" type="text"/>

### INSTRUCTIONS

1. Penn State requires the use of its own agreement template for all student projects. Due to the nature of these projects, Penn State's Student NDA is NON-NEGOTIABLE and must be accepted by the Sponsor WITHOUT CHANGES. Sponsor-provided agreements cannot be considered. Please contact your College Research Office or Campus Chancellor to obtain a copy of Penn State's Student NDA template that is appropriate for use with your Program. For more information, visit <http://www.research.psu.edu/osp/negotiate-agreements/industry-other/industry-agreement-templates/nda-decision-tree>.
2. Please forward the following to the Office of Sponsored Programs via email at [nda-osp@psu.edu](mailto:nda-osp@psu.edu). Due to the volume of agreements received for processing, incomplete packages will be returned.
  - This completed and signed Request for NDA form
  - Penn State Student NDA – signed by the Sponsor and Student Participants, and Acknowledged by the Program Director and Course Instructor (if applicable)
3. The Student NDA will be countersigned in the Office of Sponsored Programs by an Authorized Official of the University. Faculty and Staff are not permitted to sign the Student NDA on behalf of the University.
4. If a Sponsor requests assignment of Intellectual Property for this Project, please contact the Office of Technology Management who will assist you with the appropriate IP Assignment form. <http://www.research.psu.edu/offices/otm>

### APPROVALS

Signature of PSU Program Director	Date
Signature of PSU Instructor (optional)	Date

Approval Signature of Research Dean/Administrative Officer	Date