

## **How can I tell if a Material Transfer Agreement and/or Confidentiality Agreement should signed by me as an individual or by an authorized official of the University?**

If the work to be performed is a part of your employment with the University, then the agreement is between the University and the other party. Please contact [mta\\_cda@ncsu.edu](mailto:mta_cda@ncsu.edu) for assistance.

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## **Who has the authority to negotiate and execute Confidentiality Agreements and Material Transfer Agreements on behalf of NC State?**

In accordance with REG 01.20.02, [Delegation of Authority to Sign Contracts](#), the authority to negotiate and execute these agreements rests with the Office of Technology Licensing. Please contact [mta\\_cda@ncsu.edu](mailto:mta_cda@ncsu.edu) for assistance.

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## **What is a confidentiality agreement?**

A confidentiality agreement is an agreement whereby one party agrees to hold the proprietary technical and/or business information of the other party in confidence. To review NCSU's standard agreement language please see the Template Agreements found at <http://research.ncsu.edu/otcnv/for-inventors/resources/>

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## **What is a Material Transfer Agreement?**

A Material Transfer Agreement (MTA) is an agreement whereas one party agrees to provide another party with their materials. MTAs should always be considered when conducting any outside collaborations with industry or other academic institutions. To review NCSU's standard agreement language please see the Template Agreements found at <http://research.ncsu.edu/otcnv/for-inventors/resources/>

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## **Why are Material Transfer Agreements and Confidential Disclosure Agreements necessary?**

These agreements help protect the University and you. They provide the terms and conditions of who may have access to the information and/or materials and how they may be used. These agreements also ensure that the University intellectual property and/or materials are used in compliance with Federal and State Law along with relevant NCSU policies.

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**Can I exchange Materials or Information and execute an agreement after the fact?**

Prior to the exchange of Materials or Information both NCSU and the other party must sign an Agreement.

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**Who is responsible for any cost associated with the receipt of any materials?**

It is the responsibility of the Principal Investigator to pay for any materials cost of shipping and/or receiving materials. If material cost transfer fees for outgoing materials are needed, please notify the Office of Technology Licensing and we will attempt to have the receiving party agree to cover those fees as part of the agreement.

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**Can I bring the agreement to the Office of Technology Licensing and have someone sign it while I wait?**

In order to ensure that the contract is compliant with relevant laws and policies we must review each of the terms of the agreement and negotiate with the other party any changes that may be needed. As such these agreements cannot be signed while waiting.

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**Once signed, who can have access to the material or information exchanged?**

This is determined by the terms of the agreement. Please contact the Office of Technology Licensing ([mta\\_cda@ncsu.edu](mailto:mta_cda@ncsu.edu)) if you cannot determine who should have access.