

**NON-DISCLOSURE AGREEMENT (NDA)**  
**INSTRUCTIONS**

1. An NDA must be negotiated anytime an ASU faculty or staff wishes to talk to an outside party concerning information that would be considered confidential or proprietary.
2. This agreement will be negotiated by ORTT. The terms present in the NDA can be considered a starting point for negotiations and may be presented to an outside party as our standard terms. However, every situation will be different and the terms will be tailored to each individual situation.
3. Please contact ORTT as soon as possible at (870) 972 2694 regarding this agreement.