Guide for researchers

1. Confidentiality Disclosure Agreement

An external partner (private or public) comes along with an interesting proposal for a collaboration. The first step usually in such a collaboration is to able to share information freely without the worry that this is shared further. Therefore you need a CDA, also known as Confidentiality Disclosure Agreement. This type of contract is not handled by the Legal Research Support department anymore). **That means that you as researcher are responsible for closing this agreement, but you are not allowed to sign it alone.**

According to the ['Volmachtregeling - Amsterdam UMC'](https://amsterdamumc.iprova.nl/Portal/#/document/8a6a0378-3a84-4140-a7e8-3b3f5730d987) only division directors and/or the Board of Directors on behalf of Amsterdam UMC are entitled to sign the research agreements.

**Make a choice between A or B.**

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| A: External party sent you a CDA | B: Amsterdam UMC template |
| **A.1) Check the CDA received from the external party.**  **Checklist:**   * Modify to include the contracting party:   Stichting Amsterdam UMC (Amsterdam University Medical Center), having its registered office at De Boelelaan 1117, 1081 HV Amsterdam, The Netherlands, lawfully represented in this matter by the Chair of the board of directors and dean, Prof. dr. J.B. van Goudoever (“Institution”).   * Purpose:   Fill in the Purpose: Ensure that the purpose of the agreement aligns with the specific collaboration or project.   * Term and Termination:   Check the duration of confidentiality obligations. We prefer to have validity of one year and confidentiality obligations for five-six years.   * Governing Law and Jurisdiction:   Ensure the governing law is specified as the Netherlands.   * No Intellectual Property Rights should be claimed / transferred with this agreement! * Other points to check (if the points below are not included, you can copy and paste the provisions from the Amsterdam UMC template): * Warranty clause (art. 5 AUMC template); * Amendments (art. 7 AUMC template)   **A.2) Send the contract for signing to: Directeur bedrijfsvoering Dr. ir. F. (Floor) Beeftink** [f.beeftink@amsterdamumc.nl](mailto:f.beeftink@amsterdamumc.nl) | **B.1) Download the** [**Amsterdam UMC CDA template**](file:///C:\Users\P078363\OneDrive%20-%20Amsterdam%20UMC\Contract%20Templates\AmsterdamUMC%20CDA%20template.docx)  **B. 2) Fill in the Purpose**  **B.3) Send to the other party asking for a signed pdf in return**  **B. 4) Repeat step A.2 & A.3** |

Resources:

1. [About Legal Research Support (LRS) Amsterdam UMC](https://amsterdamumc.org/en/research-support/lrs/about-legal-research-support-lrs.htm)
2. [Legal Research Support (LRS): Confidentiality Agreements and Material Transfer Agreements (amsterdamumc.org)](https://amsterdamumc.org/en/research-support/lrs/confidentiality-agreements.htm)
3. [**Amsterdam UMC CDA template version July 2024**](https://amsterdamumc-my.sharepoint.com/personal/d_yusuf_amsterdamumc_nl/_layouts/15/guestaccess.aspx?share=ESOx7pXZ_WxLkEuT4hoSTSgBTTVuyC9YKfvGtHf2muKGQg&e=gUTf5x)