

## Agreement Request Process using the Agreement Portal

For requesting Non-disclosure agreements (NDA), Material transfer agreements (MTA) and data use and transfer agreements (DUA). Once request is submitted the Technology Transfer office (TTO) will review and begin the negotiation process.

1. Access the portal [here](#) and log in using your UW credentials. You may already have an account through our inventor portal. If not, you'll need to set up your account on your first use.
2. Create a title (e.g. "NDA between *Party Name* and UW") and select agreement type
3. For all agreement types, select Other Party - search to see if the other party is in the database already to avoid duplicate entries, if not you can select "add new company" and enter the requested other party information.
4. Enter contact information for the other party. This is the person or people from the company that the TTO will reach out to for the agreement negotiations. If you know who the signatory is for the other company, please indicate that here. If not, we will work with the company on that.
5. Answer all other questions to your best ability. If you are unsure about any you can indicate that and the TTO will reach out to you for clarification if necessary.  
Important information for the TTO includes the purpose of the NDA or the material or data being transferred for an MTA or DUA.
6. Add any internal UW subscribers who you would like to be notified of activity on the agreement. Subscribers will receive emails 1) when the request is submitted, 2) when the request is approved (or returned for more information), and 3) when any remarks are added to the record.

If the subscribers are already in the system, they will be listed as users and will see the agreement in their dashboard. If not, they will be listed as "email only" and will only receive email updates.

Note, you *cannot* add additional subscribers after submission and approval of the request.

7. Click submit to submit the agreement request to the TTO. The TTO will review and either approve the request or revert back to draft to request additional information.
8. Once the request is approved by the TTO, the status will change to negotiating. The TTO will reach out to you with any questions, and keep you updated through the portal on the status of the agreement.

9. After negotiations, the TTO will update the record to indicate the agreement is executed, and a copy of the fully executed agreement will be added to the portal.

For any questions reach out to the TTO at [TechTransfer@uwyo.edu](mailto:TechTransfer@uwyo.edu) or directly to any TTO staff member.