

# **General NDA Document Outline for Project Collaboration**

## **1. Introduction**

- Title of Agreement
- Date
- Parties Involved (Disclosing Party and Receiving Party)
- Purpose of Collaboration

## **2. Definition of Confidential Information**

- Description of what constitutes Confidential Information
- Inclusions (e.g., written, oral, electronic)
- Exclusions (public knowledge, required disclosure by law, etc.)

## **3. Obligations of Receiving Party**

- Non-disclosure requirements
- Standard of care to protect information
- Restrictions on use of confidential information

## **4. Term and Termination**

- Duration of confidentiality obligations
- Conditions for termination
- Return or destruction of confidential materials upon termination

## **5. Exclusions**

- Information already known or independently developed
- Information disclosed by third parties without restriction

## **6. Remedies**

- Potential consequences for breach
- Injunctive relief

## **7. General Provisions**

- Governing law & jurisdiction
- Entire agreement
- Amendment procedures
- Notices

## 8. Signatures

1. Disclosing Party Name, Title, Date & Signature
2. Receiving Party Name, Title, Date & Signature