

# Confidentiality Agreement for Research Collaboration

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

## Subject: Confidentiality Agreement for Research Collaboration

Dear [Recipient's Name],

We are pleased to enter into a research collaboration titled "[Research Project Title]" and wish to establish terms of confidentiality regarding the exchange of sensitive information.

Both parties agree to keep all proprietary information shared during this collaboration strictly confidential and not disclose it to any third parties without prior written consent. This confidentiality obligation will remain in effect for a period of [insert duration] after the conclusion of this collaboration.

### Terms of Confidentiality:

1. Definition of Confidential Information.
2. Obligation to Protect Confidential Information.
3. Exclusions from Confidential Information.
4. Duration of Confidentiality Obligations.
5. Permitted Disclosures.

If you agree with the terms outlined in this letter, please sign below.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Company Name]

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Agreed and Accepted:

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_