



Innovation and Partnerships Office  
**INNOVATION PORTAL**

## **NDA/MTA Online Submission FAQ**

**January 2016**



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Can anyone request NDAs and MTAs online?	Yes. All Berkeley Lab employees have access to the Innovation Portal and have the required permission level to request NDAs and MTAs online. For example, an assistant to a Principal Investigator (PI) can make the online submission on the PI's behalf.
Do I need to fill out the requester field if I am the Principal Investigator (PI)?	Yes. Enter your information in both the Requester and Principal Investigator fields.
If there are multiple PIs for a submission, do I need to include all of them in the request?	Yes. Enter information for all PIs in the Principal Investigator fields so both the request and executed agreement will show on each PI's Innovation Portal homepage. To add additional rows, press the  after one fields row is completed.
Why was the information I entered not saved?	Press the NEXT button at the bottom of the page to save all information entered.
What is the difference between "material" and "data" in the case of NDAs and MTAs?	<i>Material</i> refers to tangible, physical research products, substances, or components. <i>Data</i> refers to information that would likely be covered by a patent application.
Who do I contact if I need help or have questions with the online submission feature or with the Innovation Portal?	Contact <a href="mailto:iportal@lbl.gov">iportal@lbl.gov</a> .
How to I access the NDA/MTA online submission feature?	It is accessible on the Innovation Portal at <a href="http://ipo.lbl.gov/innovation-portal/">http://ipo.lbl.gov/innovation-portal/</a> .