

**Sample Letter of Intent  
for a  
COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENT**

Dear \_\_\_\_\_:

It is my understanding that a cooperative research and development project between the parties referenced below is being considered. Accordingly, until the formal Cooperative Research and Development Agreement (CRADA) is reviewed by the CRADA Subcommittee and approved by the Director, National Cancer Institute (NCI), this Letter is offered to permit the joint research to commence.

It is acknowledged by the parties below that cooperative research pursuant to the Research Plan, attached as Appendix A, will be conducted informally by the NIH Principle Investigator and Collaborator pending formal approval of the CRADA. It is further acknowledged that patentable inventions may be made by NIH employees and employees of the Collaborator. Pursuant to its authority under the Federal Technology Transfer Act of 1986, NIH agrees that should this CRADA be approved, it will have retroactive effect to the date that the last party has executed this Letter for any inventions that may be made under this Research Plan. NIH further agrees that this CRADA also will have retroactive effect to the date that the last party has executed this Letter for confidentiality obligations specified in the NIH Model CRADA. The NIH Model CRADA provisions for the protection of proprietary information are incorporated by references and are considered controlling. These provisions include, but are not limited to Articles 2.7 and 8.1-8.7. The NIH Model CRADA is attached as Appendix B.

You understand, however, that this letter is not a commitment on the part of either party to enter into a CRADA. Further, this Letter is effective for a term not to exceed six months. The six month term may be extended, provided the CRADA is under active negotiation and the collaborative research is continuing. Assuming that the necessary approvals are forthcoming, we look forward to a successful collaboration.

Sincerely,

Kathleen K. Sybert, Ph.D., J.D.

AGREED AND ACCEPTED:

**National Cancer Institute**

**Company Name**

\_\_\_\_\_  
Alen S. Rabson M.D.  
Deputy Director, NCI

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachments

