

SOFTWARE/DATABASE PROPOSAL FORM

Proposal submitted by: _____

Software name: _____

Explain what the software/database does and how it will impact its users: _____

Is the product currently available elsewhere in the University? _____ Yes _____ No

If yes, provide specifics. _____

Is there a similar product, in terms of functionality, available elsewhere in the University?

_____ Yes _____ No

If no, then provide known vendor information. _____

If yes, explain why the requested product is "better." _____

Intended users: _____

Intended use: _____ Teaching _____ Research _____ Both

Estimate number of people affected:

Faculty	0-5	6-10	11-15	16-20	20+
Staff	0-5	6-10	11-15	16-20	20+
Students	0-10	11-20	21-49	50-99	100+

Cost of the product

Initial cost: _____

Annual maintenance: _____

Percent covered by CBA: _____

Percent covered by others: _____ Specify: _____

Departmental recommendation: _____ Yes _____ No

If more space is required, please attach additional pages.