

Duke Office of Information Technology

Academic Software Requests

[Request academic software](#)

Process for academic software license requests

[View request process flowchart](#)

1. Faculty or designee submits a site license request via the site license Web page.
2. Request is routed to the Site License coordinator, and sent to the Site License Committee chair and OIT-Student Technology Services manager.
3. The request is reviewed to verify that it falls in the appropriate software request category and/or if there is overlap in the categories.
4. The Site License coordinator sends an acknowledgement that the request has been received, specifies which committee will review the request, and provides an outline of the time frame.

- IT/operational software requests are reviewed by the Site License committee
- Academic/research software requests are reviewed by the CIT Advisory Board.

NOTE: If the requested information is not complete the request will be sent back to the requestor to complete the required sections. Someone from OIT-STS will work with the Site License coordinator to gather the necessary information.

5. The Site License coordinator polls the Duke community to see if other groups are using or interested in using the software (CLIF, CLAC, Computing@Duke). The Site-License coordinator also requests pricing and volume purchase information from the vendor.
6. Once all the information is gathered, Student Technology Services presents the request to the CIT Advisory Board. The request is sent to CIT Advisory Board prior to the meeting for review.
7. The CIT Advisory Board recommends that the request be funded or not funded. If the request is not recommended for funding an explanation is provided.
8. If the request is recommended for funding, it will sent to Tracy Futhey and Provost Peter Lange for budgetary consideration and final determination. Options include:
 - ? yes – funding secured
 - ? yes – partially funded
 - ? yes – but no funding available; look at other options (cost recovery, academic pricing through Duke Computer Store)
 - ? no – and reason(s) why
9. The Site License Committee notifies the requestor of the decision.
10. Approved software information is posted to the Site License website.

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