

Requests for new software licenses submitted at OIT Software License page (www.oit.duke.edu/site)

Data collected via website

IT / Operational Software License Request Process

Academic / Research Software License Request Process

Initial data reviewed by reps of Site License Comm. Academic or non-academic

Request sent for review by Site License Comm.

Request sent for review by Site License Comm.

SL Coord. responds to requestor. Solicit response on request from SL Comm. **One Week**

SL Coord. responds to requestor. Request addtl. info. if necessary **One Week**

Poll Duke Community (CLIF, CLAC, Computing@Duke). Get pricing information from vendor **Two Weeks**

OIT-ATS & SL Coord. collect addtl. info., poll Duke Community (CLIF, CLAC, Computing@Duke), get pricing and purchase information from vendor **Two Weeks**

SL Comm. reviews all data. Decides based on approval criteria **One Week**

OIT-ATS presents info to CIT Advisory Board for review and decision. Decision made based on approval criteria.

Approve

Not Approved

Approve

Not Approved

Funding model determined

Requestor notified by SL Committee

Requestor notified. Site license page updated with info.

Funding model determined

Requestor notified by SL Committee

Distribution model set up.