**Request Form for Purchasing Software Applications Using Student Tech Fee (draft)**

Technology tools/software applications can be used in teaching and learning to promote and engage students in achieving the course objectives. Faculty can request purchasing a software application based on sound pedagogy by submitting a request for proposal. All granted purchasing requests will be processed via purchase order.

Proposals will be reviewed and approved by the [Tech Fee Committee](https://www.york.cuny.edu/it/techfee).

If it is approved, a report needs to be submitted to the Tech Fee Committee that summaries the experience and effectiveness of the use of the tool in the class(es) with some examples created with the tool after using the tool for a semester.

Please note all teaching environments are subject to CUNY policies and procedures such as privacy/FERPA, content copyright, licensing, data retention, reliability (SLA, e.g. service level agreement) etc. and these should be considered in full.

**Please complete the form below.**

**General Information**

Requestor Name: Click here to enter text.

Date: Click here to enter text.

Department: Choose an item.

Email Address: Click here to enter text.

Name of the Software Application: Click here to enter text.

Vendor’s Website URL: Click here to enter text.

Vendor’s Contact Information: Click here to enter text.

Anticipated Date to start using it: Click here to enter text.

Class(es) that will use it: Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Number of Students in Class(es): Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Who will use it:  Instructor  Students

Other Instructors: Click or tap here to enter text. Click or tap here to enter text.

**Proposal Details**

1. Description of the tool/software application (What is it? What does it do? Alternative considered/evaluated. How will you define success? How to access the outcomes?)

Click here to enter text.

1. How will this tool be used in your class(es)? Will it be used for content creation, assignments, or assessment? Describe a sample usage.

Click here to enter text.

1. Cost of the tool/software

Click or tap here to enter text.

Is it one-time fee, monthly, annual, per user? Click or tap here to enter text.

1. Who will provide technical support?

Click here to enter text.

1. Will the tool be installed on campus computers or is it a web application (e.g. hosted on a company’s website)?

Install on campus computers

Web application hosted by the vendor

If it is a web application, please complete the section “Legal and Data Security Review”.

**Legal and Data Security Review**

1. Are there any **Click-through Terms of Use** in order for users to have access to the tool? (Please include a copy of **license agreement** and **privacy policy** – FERPA if student data/content is involved, etc.)

Click here to enter text.

1. **What user data and content** are collected and stored by the vendor and for what purposes?

Click here to enter text.

1. **Who owns the user content**?

Click here to enter text.

1. What is the **Data Retention Policy** from the vendor? (How long will the user data and content be kept on the server? Can users download their content and then remove it from the server?)

Click here to enter text.

1. Is there a documented **business continuity/disaster recovery plan** that addresses procedures to restore any lost data or functionality in the event of an emergency or other occurrence? If yes, attach it to this form. Also, provide emergency contact names and numbers.

Click here to enter text.

1. Is it automatic renewal?  Yes  No

Departmental Chair’s Name (Print): Click here to enter text.

Departmental Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this proposal, the chair indicates /his/her support to the faculty who plans to use this tool in his/her class(es).