

Please be prepared to answer all of the following questions when submitting a ServiceNow Software License Review Request.

- **What type of software are you submitting for review?**
 1. New software not found in Cobblestone.
 2. Software found in Cobblestone, but additional reviews are needed.
 3. Software previously reviewed. Renewal with new terms. Signature needed.
 4. Software previously reviewed. Renewal only no change in terms. Signature Needed.

- Have you confirmed this software is not already in the Cobblestone Contract Management System?
- Please enter the name of Software
- Please enter the vendor name.
- Please enter the vendor contact information (Email, Phone Number, Contact, etc...).
- Please provide a URL for the product website.
- Please enter the purpose of the software (i.e. what it will be used for).
- Is this software on contract or is it a sole source request?
 - If contract, please include contract number. If sole source and the total cost will exceed \$200,000, please attach completed sole source justification form signed by department head.
 - A request is deemed a Sole Source when a product or service is practicably available from only one source.
 - Contracts are agreements established between two parties and may include memoranda of understanding, license agreements, cooperative contract agreements, VT solicited term contracts, etc.
 - For contract enter the contract number.
- Is this software open-source?
- Is this software a zero-cost product (free)?
 - o What is the anticipated total cost for software/services?
- **Is this software associated with a grant or will it be used for any funded research projects?**
- How is this request being funded? (OSP/VTF/department)
 - What is the OSP Fund number for reference?
 - o Will Payment be to a foreign vendor?
- Will this vendor accept a Purchase Order from Virginia Tech?
- Does this request require signatures?

- Will this application provide your department with the ability to accept and process electronic payments from the public or VT Affiliates (Faculty/Staff, Students, Alumni)?
- Will this software or service have a hosted component?
 - Yes, hosted=accessed via internet login, includes software subscriptions.
 - Who will be hosting this software or service? (Virginia Tech or Vendor)
 - Will any of the following data elements be processed/stored in the system? (SSN/Credit or Debit card #'s, Financial account #'s, Driver's license # or state identification #, Passport #)
 - No, non-hosted=software loaded onto individual VT computers (not servers)
- Will this service transfer or process data outside of the University?
- Does this software have export control requirements or nationality restrictions?
- Has the license agreement already been submitted, reviewed, and approved by VT Legal (As Required by University Policy 3015)
- Please attach any Terms and Conditions, End User License Agreement, Privacy Policy etc. that are associated with this request. **These documents should be attached in simplified or reader form. Please verify no sections are missing when uploading the attachment.**
- **Please select the categories that describe this software(Administrative, Research, Teaching and Learning, Website/App Development)**
- **Please select an estimated number of users for this software(under 10,11-499, 500-999,1000+)**
- **Of the total number of users, how many are students(including student employees and graduate research/teaching assistants)?**
- Will this software be used for teaching or classroom instructional purposes?
- Will this software be used by students and if so, how many?
- Please indicate what student information will be required and/or stored (ex. login, create an account, etc...)?
- For those software requests that deal with any sponsored research, will this software or system use or process data that involves a Data Transfer Agreement (DTA)/Data Use Agreement (DUA) with an external entity?
 - Will this software or system use, process, or create data as part of a Business Associate Agreement (BAA) with a medical entity?
 - Does this request deal with health care/electronic medical transactions/billing?
- Please describe the type of data this service will handle. Please also use this space to describe any medical data elements and how that information will be collected.
- Optional Special Requirements (Please include any additional information you feel might be helpful to us in processing your request.)

- Is this software currently in use?
 - o Was this software in use prior to January 1, 2018