This document is available to help you prepare all necessary information prior to completing the online “New Instructional Software Request” form. **You may not submit this form as a request for new software.**

Please discuss your request with your Dean before submitting your online request, since your Dean will be asked for prioritization & approval of all new software requests.

### Software and Vendor Information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Name:</td>
<td></td>
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<tr>
<td>Version:</td>
<td></td>
</tr>
<tr>
<td>Vendor Name:</td>
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<tr>
<td>Address:</td>
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<td>Website:</td>
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<td>Phone:</td>
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<tr>
<td>Contact Person:</td>
<td></td>
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</tbody>
</table>

Cost per copy (if applicable): [ ]

Cost for documentation set (if needed at computing site): [ ]

Total cost of this software request: [ ]

*If there is no cost (this is a donation), give commercial price*

Annual Maintenance/support fee (if any): [ ]

**How much of the cost will be provided through other funding sources:**

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**What functions will the newly requested software need to perform:**  
(Can you give an example?)

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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If there is similar software on our IST download website, how is the requested software different:

Software Usage:
Type of usage (select all that apply): ☐ Instructional ☐ Research ☐ Administrative

Estimate the number of people who will use the software:
☐ Entire Department
☐ Entire School
☐ Entire University
☐ Other

# Faculty: [ ] # Students: [ ]

Please choose where the software should be available:
(select all that apply)
☐ Download
Academic Computing Facility (Student Mall)
☐ Room 36 ☐ Room 37 ☐ Room 38 ☐ Room 39 ☐ Room 40
GITC 2nd floor
☐ Engineering Computing Lab (Windows) (GITC 2302)
☐ Open Source Lab (Unix) (GITC 2315 C)
☐ Open Source Lab (Linux) (GITC 2400)
☐ Library Information Commons
☐ CAPE (Kupfrian Hall Room 219)
☐ Smart-Carts
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☐ Library check out
☐ Private Lab [ ] (Location)
☐ Other (please specify) [ ]

Specify hardware requirements needed:
(select all that apply)
☐ 32-bit ☐ 64-bit
Processor Type: [ ]
How much memory: [ ] MB
Hard Drive space: [ ] MB
Other:
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________-

Platform & Operating System (select all that apply):
☐ Windows OS: [ ]
☐ Unix OS: [ ]
☐ Linux OS: [ ]
☐ Mac OS: [ ]
☐ Other OS: [ ]

What other schools are using the software:
[ ]

**Licensing (Please choose only ONE, and complete the appropriate section):**

Copy of license agreement must be sent to software@njit.edu by April 1.

☐ Software is Public Domain (release statement needed)
☐ Software is Shareware (release / registration statement needed)
☐ Software is Licensed (license agreement(s) needed)
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Number of licenses required: __________

Is the software industry standard?:  ☐ Yes ☐ No

Industry: ____________________________

Open Source?:  ☐ Yes ☐ No ☐ Don’t know

General Public License (GPL)?:  ☐ Yes ☐ No ☐ Don’t know

**Software Support:**

Department or school's support liaison for any issues related to this software

Name: ____________________________

Phone: ____________________________

E-mail: ____________________________

What type of support will be required:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How often will support be required:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Training costs: What costs, in work-hours and dollars, will be incurred at startup and on an ongoing basis?

________________________________________________________________________

________________________________________________________________________
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What, if any, support material(s) will be supplied and by whom:

Please describe in detail how you think the addition of this software will benefit the students and the learning process: