Responsibility for the management of the sponsored research award rests with the Principal Investigator

The Principal Investigator is responsible for the management and integrity of the design, conduct, and reporting of the research project and for managing, monitoring, and ensuring the integrity of any collaborative relationships. Additionally, the Principal Investigator is responsible for the direction and oversight of compliance, financial, personnel, and other related aspects of the research project and for coordination with school, department, and central administration personnel to assure research in is conducted in accordance with Federal regulations and University and sponsoring agency policies and procedures

Oversees administration of project funds

**Reporting**

The Principal Investigator is responsible for the management and integrity of the design, conduct, and reporting of the research project

List the requirements and functions desired for the task you wish to automate or enhance.

2. Does the software deliver against your requirements? Ensure that functions are verified,

and not simply “promised.”

3. Do you already have this functionality (e.g., some expensive programs merely duplicate

existing functions – make sure you’re paying for something you don’t already

have!)?

For each applicable criterion, rate the program 5 = Outstanding 4 = Good 3 = Satisfactory 2 = Poor 1 = Unsatisfactor

After you have finished rating the program, you can construct a summary score for it. If you want a summary score, sum the points assigned and divide the total points by the number of items rated,omitting the items you decided were not applicable. Use the overall numeric score only as a guide. If an essential criterion is rated unsatisfactory, you may decide to reject the program even if some of its features are attractive

1. Availability of technical assistance
2. Technical Aspects

Hardware / Software:

1. What operating system(s) will the software operate under?

2. What minimum hardware requirements are there to operate the software?

3. What hardware is recommended by the company to operate the software?

4. How is the software installed to the machine – using the Microsoft Installer, third party

installation, or file copy?

5. Are changes made to the Windows’ Registry – if so, what?

6. What type of documentation is provided with the application? Is there a printed manual,

on-line help file, electronic manual, etc?

7. Does the company provide an evaluation copy of the software?

8. Does the company provide a demo or slide show of the program?

9. Is the software documentation (help files, manuals, etc.) available for review prior to

purchase? If not, why not?

10. How much physical disk space is required to install the application?

11. If new hardware or upgraded hardware is required to effectively utilize the software,

how much does that add onto the total price?

1. Compatibility//Adaptability/Accessibility////Vendor Reliability:

1. Does the company have a website?

2. How many years has the company been in business?

3. Is the company privately held, public, incorporated, limited liability, etc?

4. Where are they located?

a. Could their location be an issue given technical support times or other requirements?

5. Is the company a sole source provider of the software?

a. If not, who else can sell the software?

6. Is the company willing to provide a list of agencies using their software and willing to

provide references for specific agencies upon request?

7. When you call the main company line, are you immediately connected to a person or

an automated voice service?

User Community:1. Are there any agencies similar in size whom you could contact about the software,

technical support and service?

2. Are there any users in your agency, community, state, or country?

Technical Support / Upgrades:1. How often has the software been updated or enhanced?

2. Does technical support automatically come with the purchase and/or is there a separate

technical support plan? a. How much is it?

b. What do you get for your money? 3. What future plans does the company have for the application?

a. Do they plan to continue it, discontinue, update it, change operating system or

hardware platform requirements