

<b>Policy #:</b>	<b>Title:</b>	<b>Effective Date:</b>
Fac/Staff-007	Exploration, Research and Approval Process (ERA)	09/26/2006

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**Policy Description—**

Through discussion and planning with the TLTC Roundtable, CTE and ITS Staff, and the Academic Affairs Office; the Exploration, Research and Approval Process (ERA) has been adopted and implemented on a university-wide basis.

NEW software products must now be submitted for review through the ERA Process before purchasing decisions are made. The ERA Process, will provide the program/office with valuable information and recommendations on the proposed software purchase. An ER Report (Exploration & Research report) will be issued by CTE and ITS for every software product submitted to the ERA Process for purchase and adoption.

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**Definitions—**

*ERA*—Exploration, Research and Approval

*ERA Flowchart*—general sequence of steps in the ERA Process

*ERA Application Form*—to be completed to start the ERA Review Process

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**Rationale for Policy—** The Exploration, Research and Approval Process (ERA Process) was developed to assist faculty and staff in making informed and cost-effective decisions regarding the purchase of software products. In the past, there has not been a systematic process for the review of software products being considered for acquisition. This has led to a number of issues:

- 1) Incompatibility with our enterprise applications/hardware or the UF network.
- 2) The duplication of applications or software functionality (e.g., a variety of applications performing similar tasks/functions).
- 3) Overlooking more effective or less costly applications/solutions.

On a number of occasions, costly software has been purchased that has never been utilized.

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**Responsible Department/Person—**Information Technology Services/Center for Teaching Excellence

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**Reference/Related Information—**

ERA Flowchart available on the UF Website (Keyword: ERA)

ERA Application Form available on the UF Website (Keyword: ERA)

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**Who should be notified about this policy—**VPs, Deans and Department Heads; Faculty and Staff

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**Issue Date:** 09/26/2006

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**Modification History—**