

## University of Hawai'i Information Technology Services Site License Customer Information

University of Hawai'i Information Technology Services (ITS) has established this form to obtain basic required information on each department or person that acquires licenses and/or software through ITS Site Licensing program.

**All site licenses will be assessed a charge on an annual basis for the period: July 1 through June 30 of the following year, during the first quarter of each fiscal year. Microsoft products are perpetual, one-**

**time fees that have no annual renewal fees (with the exception of licenses with Software Assurance and subscriptions licenses, which are renewable).**

Exception to the above valid period will be made for Federal Fund Accounts Only. The billing period will be dependent on the authorized effective dates assigned to each account. Due to the federal law restrictions, federal fund accounts will be assessed their charges on a semi-annual basis after services have been received.

Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Department Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Primary email address: \_\_\_\_\_

Check one: Faculty Staff Student UH username (required): \_\_\_\_\_

Persons authorized to pick up software in addition to the contact above:

1. \_\_\_\_\_ 2. \_\_\_\_\_

### ITS USE ONLY

Date Received: \_\_\_\_\_ Requisition/PO# \_\_\_\_\_

Date Sent to Admin: \_\_\_\_\_ Check # \_\_\_\_\_  
(if paid with check)

Billed or Invoiced: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

One time charge ☐ Recurring charge ☐

Circle appropriate codes:

ENDNOTE ESRI JMP MATHM MATL MICRO MINI  
NVIVO SAS SPSS

## NVivo Site License Order Form

Product Name	Quantity	Cost per license	Extended Total
<b>NVivo for Mac Annual License</b> Faculty, Staff or Student Use		<b>\$300.00</b>	\$
<b>NVivo for Windows Annual License</b> Faculty, Staff or Student Use		<b>\$300.00</b>	\$
<b>TOTAL:</b>			\$

### University of Hawaii Agreement Form Use of NVivo Software for Windows & Mac

The University of Hawai'i (UH) Information Technology Services (ITS) ("Licensee") has established a site license for the NVivo software from QSR International Pty Ltd. ("Licensor"). By purchasing this license through ITS, you agree to be bound by the terms of this agreement form, as well as the Licensor's end user license agreement ("Agreement"). If you do not agree to the terms of either Agreement, you must not install any software obtained under this site license program. Licensor may discontinue the license if the UH fails to comply with any of the terms and conditions of their Agreement.

This site license is in effect for a maximum period of one (1) year ending June 30 of the current UH fiscal year. Licenses can be renewed annually thereafter. Certain exceptions may apply for departments that fall under different terms. Unless otherwise specified, (1) license is valid for only (1) computer.

The AUTHORIZED USER ("USER") acknowledges that these products are copyrighted and that the Licensor retains all title and ownership rights to the products. The software may only be used only by designated, active USERS of UH and agrees they will **NOT COPY** nor permit others to copy any products under this Agreement, in whole or in part. Active UH faculty, staff and students include any student taking a UH credit course and any faculty/staff currently employed by UH. Upon termination of employment or student status, or if advised by ITS that the contract with the Licensor has been terminated, all copies of the site licensed software obtained through this site license program must be uninstalled.

USER agrees to use the software under this agreement only on a computer which is 1) owned or leased by the UH or 2) owned by the USER. USERS of the site licensed software on UH owned or personally owned computers do so at their own risk. UH will not accept any responsibility or liability for any consequential damage or lost data resulting from the use of this software.

USER further agrees that the products must remain under their control, and that resale is explicitly prohibited. The license(s) may be transferred only with approval from the ITS Site License Administrator. USER agrees to use the products only for the University of Hawaii's educational and research use, and is NOT for commercial, time-sharing, rental, service bureau or any other outside use. USER agrees not to create, or attempt to create, or permit or help others to create, the source code from products furnished under this agreement. USER agrees that he/she will not reverse engineer or decompile the products.

**I agree to be bound by the Licensor's Agreement and the terms and conditions provided above for the duration of each valid license period. I further agree to submit the renewal payment(s) for the following fiscal year(s) to ITS in order to continue use of the site licensed software. If this license is cancelled and renewal payment is not submitted to ITS, I agree to remove all software installed under this site license program and return/destroy all software retrieved under this site license program.**

\_\_\_\_\_  
Authorized User's Signature

\_\_\_\_\_  
Date

Check  
one:

☐ **FACULTY**

☐ **STAFF**

☐ **STUDENT**

\_\_\_\_\_  
Authorized User's Name (type or print)