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School Software Policy

University of Aberdeen Business School



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The University of Aberdeen Business School supports software purchases from various budgets depending on the **user** of the software, the **intended use** of the software, and its **purchase and maintenance costs**. Please refer to the appropriate category below for guidance.

1. PGR Students (small items of software)

Applications should be made by PGR students directly to the PGR convener (currently Professor C Roberts) using form “PGR Software” available at <http://www.abdn.ac.uk/business/links.shtml>. **“Purchase costs” of “small items” of software for PGR students are taken from the School PGR budget.** The School PGR Committee will have a nominal guideline allocation per PGR student, with overspend guaranteed by the appropriate discipline discretionary budget, consistent with the procedure currently extant in the School Research Committee. *The convener of the School PGR Committee will inform the Director of IT of the likely value of any “maintenance costs” accruing from the approval of the purchase of any “small items”, and the “software nominal” of the School IT budget will have to be increased in subsequent years by this amount.*

2. Staff (small items of software)

Applications should be made by staff members directly to the School Administrative Officer (currently Mrs. S Gordon) using the standard form used for funding applications to the School Research Committee available at <http://www.abdn.ac.uk/business/links.shtml>. **“Purchase costs” of “small items” of software for members of staff are taken from the School Research budget.** The School Research Committee have a nominal guideline allocation per member of staff, with overspend guaranteed by the appropriate discipline discretionary budget. If it is felt that any associated “maintenance costs” are large in relation to the “purchase costs” the Research Committee will deem these to be “large items”, and invite the applicant to submit a business case to the Head of School. Any applications that involve complex externalities (e.g. teaching software) would similarly be invited to submit a business case to the Head of School. *The convener of the School Research Committee will inform the Director of IT of the likely value of any “maintenance costs” accruing from the approval of the purchase*

*of any “small items”, and the “software nominal” of the School IT budget will have to be increased in subsequent years by this amount. **Grant applicants should be strongly encouraged to cost software requirements into their applications.***

3. Staff (large items of software)

“Purchase costs” of new “large items” should first identified by making a “business case” to the Head of School. A budget source, probably the operating budget, will be identified to fund the initial “purchase costs”. Any “maintenance costs” will have to be identified as part of the business case. *The Head of School will inform the Director of IT of the likely value of any “maintenance costs” accruing from the approval of the purchase of any “large items”, and the “software nominal” of the School IT budget will have to be increased in subsequent years by this amount. **Grant applicants should be strongly encouraged to cost software requirements into their applications.***

4. Staff (maintenance of large items of software)

“Maintenance costs” of existing “large items” are taken from the “software nominal” of the School IT budget. Currently, there is an annual spend of ca. 8k in this category. This would need to increase in line with new purchases that have associated maintenance costs.

Glossary

- **Purchase costs:** initial costs of purchase, not including any subsequent maintenance costs.
- **Maintenance costs:** annual payments made in years subsequent to the year of initial purchase, usually, for example, to preserve access to datasets or to ensure automatic upgrades to the latest version.
- **Small items:** items of software with initial purchase costs less than £1k, including all taxes and fees (e.g. VAT) and shipping costs, and not involving annual maintenance cost commitments in excess of £200.
- **Large items:** items of software costing £1k or more, including all taxes and fees (e.g. VAT) and shipping costs. Other items that may have purchase costs less than £1k, including all taxes and fees (e.g. VAT) and shipping costs, but with annual maintenance cost commitments in excess of £200, will be considered as large items.
- **Software nominal:** a part of the IT budget ring fenced for software purchases. Currently (2008/9) £10k.
- **Hardware nominal:** a part of the IT budget ring fenced for hardware purchases not encompassed within the CASS TRP. Currently £15k initial allocation at start of financial year (2008/9). Small items of hardware, not exceeding £40 per person per year, may be taken from the “hardware nominal” of the School IT budget.