



Risk Management Electronic Agreement Cover Sheet

For Electronic Click-Through Type Agreements including Software or Software-as-a-Service
SUBMIT completed form to Riskcontracts@psu.edu

Date Submitted: _____

Review Needed by: _____

Initiating Department Information:

Vendor Name: _____

College/Campus/Admin Area: _____

Vendor only accepts electronic agreements? Yes ___ No ___

Contact Person: _____

If no, it is strongly preferred you request a hard copy document to be signed.

Phone Number: _____

Agreement Type: New ___ Renewal ___

E-mail: _____

Brief Description of Contract/Special Instructions: _____

Address: _____

Provide the link where the electronic agreement can be viewed: _____

If no link is available, please submit the electronic agreement, separately with this cover sheet.

Acknowledgement: Select one of the two options below for this electronic agreement.

Department is requesting approval for a one-time delegation to permit department to accept the agreement electronically on behalf of the University. Department is confirming by this request that they have read and agree with the terms including, if any, the financial obligations and business terms in the electronic agreement. Department also acknowledges that it is responsible to keep a copy of the contract on file as the official University record.

Department is requesting this electronic agreement be reviewed only and does not want to request a one-time delegation at this time.

Type of electronic agreement to be reviewed:

Facility Use Agreement ___ Advertising ___ Data Use Agreement ___ Other _____

Software/Software-as-a-Service ___ **If you have checked, Software/Software-as-a-Service, please answer the following questions:**

List the end users of the software (check all that apply):

Students ___ Faculty ___ Staff ___ Researchers ___ Alumni ___

Will anyone other than U.S. Citizen be using this software product? Yes ___ No ___ Unknown ___ or Other _____

Identify intended use of this software product (check all that apply):

Business Operations ___ Classroom Instruction ___ Research ___ or

Other (Explain): _____

Where will this software be installed check all that apply: Server based ___ Web-based ___ Stationary campus location (Computer lab, etc.) ___ Portable device (laptop, tablet, etc.) ___ Other (Explain) _____

Who will host this software or solution? Vendor ___ Penn State ___

Data Classification: which classification of data will be involved (check all that apply): Low ___ Moderate ___ High ___

Restricted ___ Use the Information Classification Decision [Tool](#) as needed. Give detailed description of the type(s) of data that will be accessed and/or stored: _____

Will this software be capable of processing credit cards? Yes ___ No ___ If yes, do you intend to process credit cards? Yes ___ No ___

Will this be integrated with existing enterprise University systems? (Such as WorkLion, LionPath or Canvas) Yes ___ No ___
(If yes, please explain integration) _____

Privacy Office and/or Security Operations & Services were involved in selection ___ If yes was a security review completed (check for yes) ___ Provide names of contacts: _____

RISK MANAGEMENT COMMENTS:

___ Approval granted for a one-time delegation. See attached email for details.

___ Not processed. See attached email for details.