

SECTION 2 (TO BE COMPLETED BY REQUESTER)

1. File Number

2. Software Title

Recipient Information

3. Name

4. Position/ Title

5. Company/ Agency/ Organization Name
(Please spell out all acronyms)

6. Address

7. Phone

8. E-mail Address

Official with Signatory Authority

9. Name

10. Title

11. Phone

12. E-mail Address

13. Mailing Address

14. Is the recipient receiving the software pursuant to a U.S. Government Contract?

Yes

No

If yes, Please complete the information below:

Contract Information

15. Contract name

16. Contract Number

17. Company/ Agency/ Organization Name (Please spell out all acronyms)

18. Contact Person (i.e., CO, COTR, PI, etc.)

19. Title

20. Phone

21. E-mail Address

22. Mailing Address

Official with Signatory Authority

23. Name

24. Title

25. Phone

26. E-Mail Address

27. Mailing Address

28. Will a contractor install or provide support for the requested software i.e., will (contractor) tech support install the software?

Yes

No

If Yes, please complete the following:

Contract Information

29. **Contract Name**

30. **Contract Number**

31. **Agency/ Organization Name** (Please spell out all acronyms)

32. **Phone**

33. **E-mail Address**

34. **Mailing Address**

Official with Signatory Authority

35. Name

36. Title

37. Phone

38. E-Mail Address

39. Mailing Address

40. Is the Recipient receiving the software pursuant to a federal government grant?

Yes

No

If yes, please complete the following:

Grant Information

41. Name of Grantee

42. Grant number

43. Name of Contact Person

44. Phone

45. E-Mail Address

46. Mailing Address

Official with Signatory Authority

47. Name

48. Title

49. Phone

50. E-Mail Address

51. Mailing Address

52. Is the recipient receiving the software pursuant to an agreement (i.e., SAA, Cooperative Agreement, MIPR etc.)?

Yes

No

If yes, please complete the following:

Agreement information

53. Name of Party

54. Agreement Number (if applicable)

55. Name of Contact Person

56. Phone

57. E-Mail Address

58. Mailing Address

Official With Signatory Authority

59. Name

60. Title

61. Phone

62. E-Mail Address

63. Mailing Address

Section 2 Completed By:

64. **Name**

65. **Title**