



Software Criteria for Water Research Foundation Project Deliverables

Software may include Microsoft Excel spreadsheets, Microsoft Access databases, or deliverables created in similar platforms. Software may be a desired option to allow end users to calculate information based on their system- or organization-specific data. Software created as a final project deliverable will be posted on the WRF website (currently www.waterrf.org or www.werf.org). This document presents criteria for use by staff, researchers, and Project Advisory Committees in determining whether software ought to be developed. **(Note: This document is not meant to be a guide for software created as part of a Website. Please see the [Web-based product Criteria and Feasibility Study document](#).)**

Considerations

- The researcher has equipment, time, and budget to create and test the software.
- The Water Research Foundation has approved the software as part of the final deliverable for the project.
- Demonstrate the software early to the PAC and research project manager to determine whether people like the info in this format, whether the format works, and whether the format meets project objectives.
- What is the product shelf life? Are there any plans for future upgrades?
- What is the product's potential use versus its cost?
- Will everyone with computer access be able to use the software?
- Will training (e.g., a user manual) be needed?
- Will technical support be needed, and if so, what type? Is the researcher willing to provide that support?

Requirements

- Each printable page (e.g., Excel worksheets) needs to include a source note that includes the following elements: Source: Report Title by author(s) (use et al. for three or more authors) © Year The Water Research Foundation. For example,

Source: Soil-Aquifer Treatment for Sustainable Water Reuse by Fox et al. ©2018 The Water Research Foundation. ALL RIGHTS RESERVED.

- Debug and demonstrate prior to submittal
- Provide one draft copy for editorial/production review
- The final product deliverable must include installation instructions

- Include logo, sponsorship, and copyright by The Water Research Foundation on the title screen for the software.

Sponsored by:
The Water Research Foundation

Copyright ©2017
by
The Water Research Foundation
ALL RIGHTS RESERVED

- Include the standard disclaimer from The Water Research Foundation research report template on the title screen.
- If the project has co-funding organizations, their logos should be included on the title screen and their names included under “Sponsored by” and in the Disclaimer.
- If the software requires specific application programs or contains hyperlinks, the specific program or browser ought to launch automatically as needed.
- The researcher’s affiliation may be included in the introductory material but should not appear on headers for each screen or page of information.
- Contact Cheri Dougherty (cdougherty@waterrf.org) to obtain an electronic file containing The Water Research Foundation logo and logos of any co-funding organizations. Please specify your preference for file format and state how the logo is intended to be used. For more information about proper use of the WRF logo, refer to our [Branding Guidelines](#).