

## **CD-ROM and Software Criteria for Water Research Foundation Project Deliverables**

Increased availability of software and hardware for creating CD-ROMs coupled with reduced cost makes CD-ROM and/or software production a feasible addition or alternative to printed research reports. This document presents criteria for use by the Research Advisory Council, staff, researchers, and project advisory committees in determining whether a CD-ROM and/or software ought to be developed. **(Note: This document is not meant to be a guide for software created as a Web tool or as part of a Web site. Please see Web Tool/Web site Criteria.)**

### **Considerations**

- Researcher has equipment, time, and budget to create and test the CD-ROM and/or software
- The Foundation has approved the CD-ROM and/or software as part of the final deliverable for the project
- If software will be created, demonstrate the software early 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 CD-ROM and/or software?
- Will training (e.g., user's manual) be needed?
- Will technical support be needed, and if so, what type? Is the researcher willing to provide that support?

### **Requirements**

- The Foundation will not specify the development software. However, the researcher must have access to the software code.
- Most CD-ROMs should include a title screen that pops up as an autorun feature when the CD is inserted. If the researcher does not have the capability to create an autorun feature, the Foundation may be able add it after submission.
- Each printable page (e.g., Excel worksheets) need to include a source note that includes the following elements: Source: *Report Title* by author(s)(up to three authors, use et al. for three or more) © Year Water Research Foundation. For example,

Source: *Soil-Aquifer Treatment for Sustainable Water Reuse* by Fox et al. ©2008 Water Research Foundation. ALL RIGHTS RESERVED.

- Debug and demonstrate prior to Foundation acceptance
- Provide 1 draft copy for editorial/production review
- The final product deliverable must include the following items:

- One CD-recordable (CD-R) disc
- Installation instructions
- List of minimum system requirements

- Include logo, sponsorship, and copyright by Water Research Foundation on the title screen for the CD-ROM and/or software.

Sponsored by:	Copyright ©2008
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Denver, CO 80235	ALL RIGHTS RESERVED

- Include a link to the standard Water Research Foundation disclaimer 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 CD-ROM and/or software requires specific application programs or contains hyperlinks, the specific program or browser ought to launch automatically as needed.
- The contents ought to mention the Foundation project. 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 at [cdougherty@awwarf.org](mailto:cdougherty@awwarf.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 (GIF, JPEG, EPS, BMP, WMF, or TIF), and state how the logo is intended to be used.