Please complete and review this document to ensure that it is comprehensive and accurate to the best of your ability. The information contained here will be used to submit the New Technology Report (NTR) and the NASA Software Release Request Authorization (SRRA), along with other documents. Before completing this document, you should have already completed the Software Definition Document (SDD). Much of the information from the SDD can be reutilized here.

The NTR is an online form whose purpose is to document all individuals responsible for the innovation and manage rights to the software. Once the creator of the document has submitted it, each individual listed as an “innovator” will receive a verification email that they must respond to before the document can be submitted for NASA approval. It is important for multi-term projects to get current email addresses for past contributors and ensure everyone involved is aware so the document doesn’t stall at that stage.

The SRRA, also known as the LF-7, is the primary culminating form for software release. It cannot be submitted until the NTR and the SDD have been approved. When submitted, the following documents are included as attachments: Software Assurance Classification Report, Software Plan, Compliance Matrix, approved NTR, and any software documentation (i.e. tutorials, instructions, etc.).

**Project Title: Project Title (ACRONYM)**

For the next three sections, you may want to number the entries to maintain continuity between sections:

**Innovators and Contributions**

For each innovator provide: full name, address where innovation was performed, phone number, current email address,\* and a short description of their contributions. \*\*

\*Ensure email address is one that they will have for the foreseeable future.

\*\*Contributions should consist of a short phrase or sentence that generalizes each innovator’s contribution, i.e. Led software design and integration, model development, software testing, programmer, etc.

**Employers**

For each innovator provide: name of employer when innovation was made, employer’s address, and contract/grant number. \*\*\*

\*\*\*For DEVELOP participants simply put whether they are SSAI or Wise. For all others, detailed information on the employer and the contract, grant, or cooperative agreement is necessary to ensure that processing is not delayed.

**Technical and Management Point(s) of Contact**

From the innovators above, select one person who knows the most about the software and one person who manages the software development process. These can be the same person. Provide their current company name and address if different from above.

**Total Work Hours**

Add up the total hours all innovators worked on the project. (This should be one total, and does not have to be exact.)

**Code Details**

**Type of Code:** Executable Code and/or Source Code (Indicate one or both)

**Will the software include any embedded computer databases and/or usernames/passwords?** Yes or No (If “Yes,” provide a short explanation)

**Does the software use or call any open software or libraries?** Open Source and/or Proprietary/Commercial (Indicate one or both)

List the software or libraries used, under what license they were obtained, and the URL for the license in the table below:

|  |  |  |
| --- | --- | --- |
| **Name** | **License** | **License URL** |
| Ex. Arcpy module | Ex. group license through ArcGIS | http://www.esri.com/software/arcgis |
| Ex. Python | Ex. Open source license | http://opensource.org/licenses/Python-2.0 |
|  |  |  |

**Brief Abstract**

A general description of the innovation which describes its capabilities.

**Description of the Problem or Objective that Motivated the Innovation**

A general description of problem/objective, unique problem characteristics, and/or limitations of prior methods.

**Purpose and Description of Innovation/Software**

A technically complete and easily understandable description of the innovation developed to solve the problem or meet the objective described in the previous section.

**Advantages and Novel Features**

Describe any unique or novel features of the innovation and the results or benefits of its application.

**Additional Documentation**

List any documentation produced which aids in the understanding or application of the innovation, i.e. tutorials, help files, etc. Include the title, date last updated, and number of pages, as appropriate. This documentation will need to be submitted with the LF-7.

**Development Timeframe**

Indicate the dates or the approximate time period during which this innovation was developed. (i.e., conceived, constructed, tested, etc.)

Example:

The innovation was conceived in June of 2015 and concluded in November of 2015.

**Development History, Stage of Development**

Provide approximate month, year, and location of the following milestones:

* First disclosure to others:
* First sketch, drawing, logic chart or code:
* First written description:
* First successful alpha version:
* Completion of first beta version:

**Testing**

Describe the validation techniques and testing strategy used to build confidence in the software.