

## Submitting SDA Requests in Kuali Build



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This document will provide information on submitting an SDA request using a form and workflow in the Kuali Build “ODU Solutions Discovery Analysis (SDA)” application.

When a submitter begins drafting a new SDA submission, the following form sections and fields will appear. Some fields are required as a baseline to be able to perform a review. While some fields are not marked required, please note that the more information that is provided the more efficiently the request can be reviewed and completed.

Depending on the responses provided by the submitter, additional sections may appear to collect other relevant information about the requested solution.

<b>1</b> Division *	Department *	Point of Contact *	Requested Deadline * ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Complete these fields with the appropriate details about the **Division**, **Department**, ODU **Point of Contact**, and **Requested Deadline** for the solution.

<b>2</b> Vendor/Service Provider Name *	Solution/Service/Software Name *	Vendor Point of Contact Name * ?	Vendor PoC Email Address * ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ODU Business Use Case Description *	Solution/Service/Software Type * ?	Hosting ?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

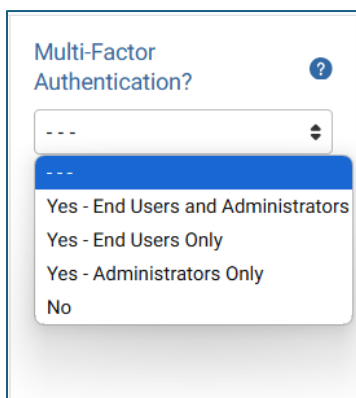
2. Complete these fields with the appropriate details about the requested solution including the **Vendor/Service Provider Name**, **Solution/Service/Software Name**, **Vendor Point of Contact Name** and **Vendor PoC Email Address**. Add a detailed description of the **Business Use Case** for the solution and select the **Solution/Service/Software Type** (e.g. SaaS, PaaS, IaaS, Locally Installed Software, Plug-In, Consulting Service, etc.) and the **Hosting** environment (e.g. Public, Private, Hybrid or Gov Cloud, or On-Premises).
  - a. If Locally Installed Software is selected, then also select the appropriate environment(s) for installation:

<b>To Be Installed On:</b>
<input type="checkbox"/> Desktop/Laptop PC(s)
<input type="checkbox"/> Server(s)
<input type="checkbox"/> Lab Environment
<input type="checkbox"/> Other

<b>3 End User Audience *</b> <span>?</span> <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Researchers <input type="checkbox"/> Clinicians <input type="checkbox"/> Residents/Fellows/Attendings <input type="checkbox"/> Contractor/Consultant <input type="checkbox"/> Other	<b>Number of End Users *</b> Enter number of end users	<b>Administrative User Audience *</b> <span>?</span> <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Researchers <input type="checkbox"/> Clinicians <input type="checkbox"/> Vendor/Contractor/Consultant <input type="checkbox"/> Other	<b>User Authentication</b> <span>?</span> <input type="checkbox"/> MIDAS Single Sign-On (SSO) <input type="checkbox"/> Local Accounts <input type="checkbox"/> Other Identity Provider (IdP) <input type="checkbox"/> API Token <input type="checkbox"/> Other
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3. Complete these fields with the appropriate details about the user base for the solution including the **End User Audience** type(s) and **Number of End Users**, **Administrative User Audience** type(s), and **User Authentication** details.

- a. If MIDAS Single Sign-On integration is not selected, then also indicate whether the solution will use Multi-Factor Authentication via other means:



Multi-Factor Authentication? ?

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Yes - End Users and Administrators

Yes - End Users Only

Yes - Administrators Only

No

<b>4 Will this solution integrate with any other ODU system/solution? *</b> **Other than MIDAS Single Sign-On (SSO)** <input type="radio"/> Yes <input type="radio"/> No	<b>Does Solution Utilize Artificial Intelligence (AI)? *</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	<b>Is the Solution related to a Project?</b> Indicate whether this SDA is related to a Project documented with the PMO. ---
<b>Will this solution replace any existing solutions/systems/applications?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Is this solution fully supported by the vendor?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Will the vendor need access for support?</b> <input type="radio"/> Yes <input type="radio"/> No

4. Complete these fields with other appropriate details about the solution including integration details with other ODU systems (other than MIDAS SSO), AI utilization, Project, systems/solutions being replaced, and vendor support/access.

- a. Depending on selections made, complete any additional fields that appear with more details as instructed by the form.

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### Procurement Information

Purchase Type \* ?

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New

Renewal

Replacement

ETF

5. Complete the **Purchase Type** field with the appropriate selection for the solution (New, Renewal, Replacement, ETF).

- a. Complete the additional fields that appear in this section with cost details.

<p><b>Cost Involved? *</b></p> <p><input checked="" type="checkbox"/> One-Time Cost</p> <p><input checked="" type="checkbox"/> Annual Cost</p> <p><input type="checkbox"/> No Cost</p>	<p><b>One-Time Cost Amount *</b> ?</p> <p>\$0.00</p>	<p><b>Annual Cost Amount *</b> ?</p> <p>\$0.00</p>	<p><b>State Contract Number (If applicable)</b></p>
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- b. Identify and upload relevant documentation related to the purchase (contracts/quotes or other documentation as shown). You can add additional documents as needed using the “Add Another” button.

**Documentation Upload**

Submitter to provide a contract to be signed, purchasing quote and/or other relevant documents (Master Service Agreement (MSA), Service Level Agreement (SLA), agreements defining Terms & Conditions of Service, Statement of Work (SoW)/proposals defining scope & deliverables, and/or Sole Source Justification if purchase not from an approved cooperative/GPO)

<p><b>Documentation Type *</b></p> <p>---</p>	<p><b>Attach Vendor Documentation *</b></p> <p>Select a File</p>
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+ Add Another

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### Additional Vendor Documentation

Submitter to complete this section with any other documentation already obtained for the requested solution. Lack of documentation may increase processing time.

#### Documentation Upload

Privacy Policy, System Diagram(s), VPAT, or other security/compliance documentation (HECVAT, SOC2), etc. should be uploaded if available

<p><b>Documentation Type</b></p> <p>---</p>	<p><b>Attach Vendor Documentation</b></p> <p>Select a File</p>
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+ Add Another

6. In the **Additional Vendor Documentation** section, identify and attach any other documentation already obtained for the solution in this section (e.g. Privacy Policy, VPAT, HECVAT, SOC 2 report, system diagrams, etc.) You can add additional documents as needed using the “Add Another” button.

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## Data Inventory

Submitter to complete this section with details regarding the data that will be utilized with the requested solution - Please select ALL applicable data types related to use of this solution

### Class 1: Restricted

- ☐ SSN (Social Security Number)
- ☐ Driver's License Number
- ☐ Federal ID
- ☐ Passport Number
- ☐ Health Insurance
- ☐ Medical Record Number
- ☐ Payment Card Holder Data
- ☐ PHI (Personal Health Information)
- ☐ Combo of PII that could be used for identity theft
- ☐ Background Check Data
- ☐ CJIS (Criminal Justice Information Services)
- ☐ CUI (Controlled Unclassified Information)
- ☐ Other

### Class 2: Confidential, Moderate Sensitivity (FERPA)

- ☐ Grades and GPA
- ☐ Class Schedule
- ☐ Class Roster
- ☐ Transcripts
- ☐ Student Conduct Records
- ☐ Student Clinical Records
- ☐ Other

### Class 3: Confidential, Low Sensitivity (FERPA Directory)

- ☐ Name
- ☐ Email Address
- ☐ Date of Birth
- ☐ Photograph
- ☐ Major Field of Study
- ☐ Participation in officially recognized activities
- ☐ Date Admitted/Dates of Attendance
- ☐ Degrees, honors, and awards received
- ☐ The most recent educational institution attended
- ☐ Degree Sought
- ☐ Other

### Class 4: Confidential, Non-Regulated

- ☐ Internal Business Documents
- ☐ Non-regulated Research
- ☐ Server/App/Infrastructure Configurations
- ☐ Service Credentials
- ☐ Other

### Class 5: Public

- ☐ Public Data

Other Data (not listed above)

7. Complete the **Data Inventory** section by selecting ALL applicable data types that will be used with the solution. Describe any data types not listed in the "Other Data" field.

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## Stakeholder Roles, Responsibilities, and Approvals

Submitter to identify System Compliance Owner, Used in GRC Task 1 to identify other Stakeholders, and Final Stakeholder Signoff Tasks

### System Compliance Owner

Submitter should use this field to identify the System Compliance Owner. For hosted solutions this is the contract owner. All others, this is the manager or department head responsible for operation and maintenance of IT system. <https://www.odu.edu/about/policiesandprocedures/computing/standards/01/02>

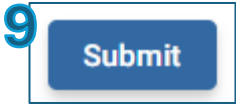
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### System Compliance Owner Responsibilities

The System Compliance Owner is the manager or department head responsible for operation and maintenance of a University IT system or who is the contract owner for a hosted system. The System Compliance Owner is restricted from acting as System Administrator for systems they own. The System Compliance Owner must be an employee of the Commonwealth of Virginia and can own multiple systems. The System Compliance Owner's information security responsibilities include the following:

1. Require that all IT system users complete IT security awareness and training activities prior to, or as soon as practicable after, receiving access to the system, and no less than annually, thereafter.
2. Manage system risk, risk documentation, and development of additional IT security procedures and guidelines required to protect the system in a manner commensurate with risk.
3. Identify the type(s) of data handled by the University IT system and determine whether each type of data is also subject to other regulatory requirements. Maintain and implement the University's data classification requirements as spelled out in University Policy 3504 - Data Administration and Classification and supporting Standards, including ITS 08.1.0 Standard - System Risk Assessment Standard.
4. Classify the IT system as sensitive if any type of data handled by the IT system has a sensitivity of high on any of the criteria of confidentiality, integrity, or availability. Use the information documented in the data classification policy as a primary input to the Risk Assessment process.
5. Follow industry standards such as the International Standards Organization's ISO-27000 series of standards by following ITS Standards, as well as best practices and the practices of similar higher education institutions where warranted.
6. Maintain compliance with requirements specified by Data Compliance Owners for the handling of data processed by the system.
7. Designate System or Application Administrators for the system.
8. Participate in the development of the University's Business Impact Analysis (BIA) when applicable.
9. Develop and maintain an Information System Security Plan when warranted via the System Risk Assessment.
10. In consultation with the Data Compliance Owner, document IT systems with which data is shared, including the types of shared data or direction(s) of data flow.
11. Ensures an appropriate agreement is in place for any data shared with an external system.

8. Populate the **System Compliance Owner** field with the name of the System Compliance Owner for the solution.



9. Once you have completed form all sections with relevant information, click the **Submit** button in the top right corner of the form to submit your SDA request. Email notifications will be sent to the submitter of the form, the ODU PoC identified on the form, Procurement, and the UISO GRC team. Additional email notifications will be sent as the request proceeds through the workflow.

**Please Note:**

Emails from the Kuali Build system will come from “**Kuali Notifications (no-reply@mail.kualibuild.com)**”. This is a trusted sender.