



## Request for Service

I would like to submit a request for the Overleaf collaborative authoring service.

**What is Overleaf:** Overleaf is an award-winning, online collaborative authoring tool that makes the process of research, writing, editing and publishing scientific documents quicker and easier. Researchers and students can now write, collaborate, teach, review and publish directly from their Overleaf accounts. Institutions are partnering with Overleaf to provide their students, researchers, faculty, and staff with customized writing templates (including journal articles, theses, dissertations, and grants), educational opportunities, and publishing/repository submission links directly from the Overleaf platform. Created with the goal of making science and research faster, more open and more accessible, Overleaf brings the whole scientific documentation process into one place, from idea to writing to review to publication.

**By investing in Overleaf solutions for institutions, our institution can:**

- Allow students, faculty, and staff to benefit from their online, collaborative scientific writing and publishing platform with real-time preview ([www.overleaf.com/home](http://www.overleaf.com/home)).
- Provide students ([www.overleaf.com/benefits](http://www.overleaf.com/benefits)) with an easy to use platform where they can share and collaborate on assignments, research, and documents and quickly see LaTeX errors as they occur, helping the learning process.
- Provide faculty ([www.overleaf.com/edu](http://www.overleaf.com/edu)) with a LaTeX solution that they can use for interactive demonstrations during class and templated assignments for their students, which can be opened and edited securely online. Faculty admin tools allow for easy assignment distribution, commenting and collection.
- Use Overleaf as a thesis writing submission and review platform ([www.overleaf.com/universities](http://www.overleaf.com/universities)) – tailored to our requirements to help improve standardization and compliance related to our dissertation and theses templates and repository submissions.
- Provide librarians and administrators access to an administrative dashboard with metrics and analytics data to track platform use, number of users, collaboration, projects and submissions.
- Provide students, faculty and staff with a custom institutional portal on Overleaf that includes helpful templates, resources and links – examples of customized Overleaf institutional portals can be seen here:
  - Stanford - [www.overleaf.com/edu/stanford](http://www.overleaf.com/edu/stanford)
  - Caltech - [www.overleaf.com/edu/caltech](http://www.overleaf.com/edu/caltech)
  - University of Cambridge - [www.overleaf.com/edu/cambridge](http://www.overleaf.com/edu/cambridge)

To receive more information from Overleaf, you can contact [sales@overleaf.com](mailto:sales@overleaf.com)

<b>Name:</b>	<b>Email:</b>
<b>Role (e.g. professor):</b>	<b>Department:</b>
<b>Signature:</b>	<b>Date:</b>