

September 20th, 2024

Núria Albi
UPC Universitat Politècnica de Catalunya
Pascual i Vila, 15 S-1
Edificio C Prima
Campus Sud
08028 - Barcelona
Spain
nuria.albi@upcnet.es

Dear Núria,

Thank you for your interest in Overleaf. I'm pleased to present this proposal detailing our innovative collaboration platform, which includes:

- **Overleaf 'Professional' or 'Standard' Group Subscription:** A subscription option for institutions to provide the Overleaf cloud platform to a group of users at their institution. This service includes an administration dashboard for managing licenses and seeing usage metrics.
- **Overleaf Commons:** an Overleaf subscription service for institutions to provide Overleaf Professional plans to their students, faculty and staff. This service provides streamlined, branded enrollment, a customizable resource center, user training and analytics/metrics.

This document contains a brief summary of the platform, the benefits to UPC Universitat Politècnica de Catalunya and its users, as well as pricing information.

By investing in Overleaf, UPC Universitat Politècnica de Catalunya will be able to:

- Allow your students, faculty and staff to benefit from a collaborative scientific writing and publishing platform with **real-time preview**.
- **Support author collaboration** in your community by providing an innovative writing tool that simplifies their writing process, expands and facilitates their collaboration ability and streamlines their workflow process. The project owner can add and remove users at any time – giving them access to 'read-only' or 'read-and-edit' files. Authorized users can collaborate in real time.
- **Ensure authors follow the correct format and guidelines** by using your own institutional templates.
- **Ease user collaboration** by having both Rich Text and LaTeX writing modes available.
- **Provide feedback** on future development priorities, to help ensure Overleaf provides the best solution for a wider roll-out across your institution.

Once you've had the opportunity to read through this proposal, we look forward to hearing back from you and are on-hand should you have any questions or require further information.

Sincerely yours on behalf of the Overleaf Team,

Andrew Stalker
Institutional Sales Manager
Overleaf
andrew.stalker@overleaf.com

Overleaf Proposal for UPC Universitat Politècnica de Catalunya

Overview

Science and research is a global enterprise, and over two million scientific papers are written every year in collaborations that span the globe. The Overleaf platform brings state of the art, collaborative authoring technology to the world of science, to make it faster and more accessible. Our solutions are designed to make the whole process of writing, editing and publishing scientific and technical papers much quicker and easier for all parties involved.

Overleaf solutions simplify and accelerate the scientific publishing process by keeping the paper in a single central place through its entire lifecycle. For our institutional partners, this means that they are able to provide an innovative and collaborative solution to their users – proactively providing them with new technology tools to help them succeed.

Overleaf is:

- **User friendly:** Overleaf offers authors an easy way to write and collaborate on their scientific documents through a user-friendly interface that automatically typesets the paper, in real-time in the browser. Since 2012, more than 16 million users from 189 countries worldwide, Overleaf authors have created in excess of 100 million documents using the Overleaf platforms.
- **Effective:** projects are compiled automatically, with the source and output visible side-by-side. With real-time preview and error handling, Overleaf helps authors catch errors early, to create a smooth writing and submission process.
- **Efficient:** with Overleaf, you can say goodbye to long email chains, tedious reformatting and slow, costly manual conversions between storage formats.
- **Innovative:** Overleaf engages with its active and enthusiastic userbase on feedback and ideas, and provides regular feature updates, new developments and advanced user tips.
- **Forward thinking:** Developing authoring and collaboration tools for future needs and applications, in both academia and industry.
- **Secure:** With Overleaf, industry-standard data security and persistence are provided and data are backed up continuously.

The founders of Overleaf, John Hammersley and John Lees-Miller, are two mathematicians who worked together on the pioneering Ultra PRT Project (<http://www.ultraglobalprt.com/>) and who were inspired by their own experiences in academia to create a better solution for collaborative scientific writing. Passionate about science and making a difference in the world, John and John realized just how much time and energy was spent not only writing and reviewing papers but also in the vast amount of administrative and paperwork tasks associated with publishing. They set out to find a way to help save time on these tasks, with the goal to make the whole process of academic collaboration easier and more effective.

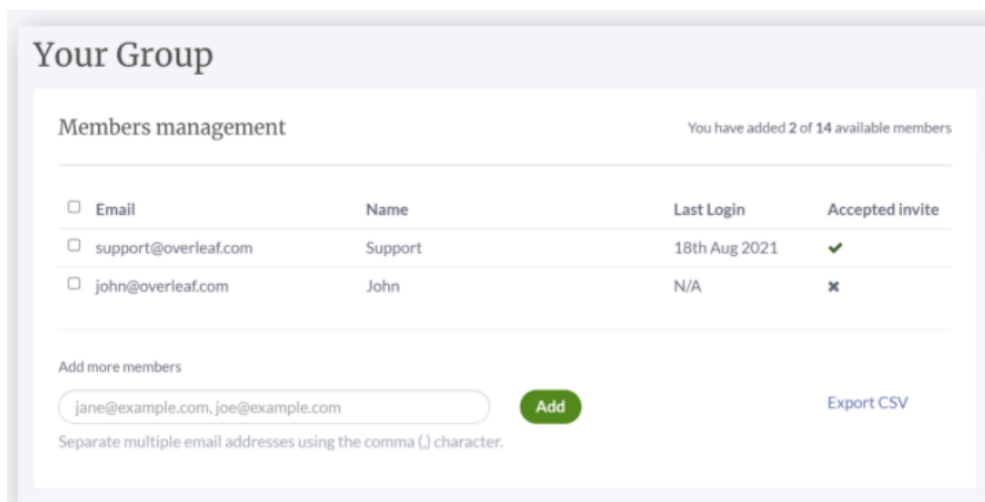
“A couple of days ago I needed to whip up a brief (5-6 page) technical report for a client. I knew it was going to be laden with equations, so LaTeX was my only choice. No problem... I just fired up Overleaf and cranked it out.

Thanks to Overleaf for putting together such a great service.”

- Michael Grant, CVX Research

Solution: Overleaf Group Subscriptions

Overleaf Group Subscriptions allow institutions to efficiently provide Overleaf to internal teams, without each team having to worry about dealing with individual expense claims. The Group Subscription includes an administrative dashboard allowing licenses to be assigned and re-assigned as needed.



Overleaf is built for collaboration and allows authors to work at their best, with everyone working from the same central document, using the same tools, and with version control being taken care of in the background. Group plans give all users:

- Additional Collaborators per Project
- Full Compilation of Larger, Complex Projects
- Track Changes & Document History
- Dropbox, Github & Mendeley integration
- Advanced Reference Search
- Priority Support

Overleaf 'Professional' & 'Standard' Group Subscriptions include:

- **Overleaf Premium Subscriptions** for your users. Benefits include (not on free plan):
 - *Professional Plan*: unlimited number of invited collaborators per project (& link sharing)
 - *Standard Plan*: up to ten (10) invited collaborators per project (& link sharing)
 - greater compile timeout and fastest available servers
 - full project history view – to see all changes made for the life of the project, with ability to revert to any past changes
 - real-time track changes
 - advanced reference search
 - reference manager sync
 - symbol palette
 - Dropbox integration (2-way sync)
 - GitHub integration (2-way sync)
 - priority support
 - (see <https://www.overleaf.com/user/subscription/plans> for more detail)
- **Administrative Dashboard** - Overleaf provides easy administration for the group subscription. Admins have access to an admin panel so they can see all users in one place. They can easily add and remove users, to reallocate licenses as needed throughout the year.

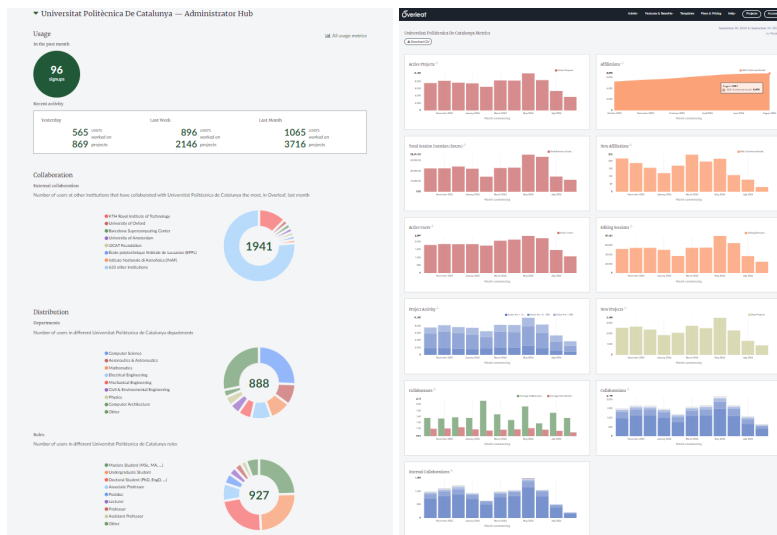
- **Managed Users** (*Available with Professional Plan only*) - Our new **Managed Users** feature will give group administrators greater control over user access and deletion if such a greater level of control is suitable for your academic and research setting. It will also ensure you keep control of projects that were being worked on by multiple colleagues and someone then leaves your group or team.
- **Priority Support** - support team/help desk available to answer questions from your users about the platform, templates or LaTeX itself!

Solution - Overleaf Commons

Overleaf Commons is an Overleaf subscription service for Institutions to provide Overleaf Professional plans to their students, faculty and staff. This service provides streamlined, branded enrollment, a customizable resource center, member training and administrative analytics/metrics.

Overleaf Commons includes:

- **Overleaf Professional plans** - for students, faculty and staff (not on free plan):
 - unlimited number of invited collaborators (& link sharing)
 - greater compile timeout and fastest available servers
 - full project history view – to see all changes made for the life of the project, with ability to revert to any past changes
 - real-time track changes
 - advanced reference search
 - reference manager sync
 - symbol palette
 - Dropbox integration (2-way sync)
 - GitHub integration (2-way sync)
 - priority support
 - (see <https://www.overleaf.com/user/subscription/plans> for more detail)
- **Streamlined Overleaf enrollment** – we will provide a branded *Overleaf Commons/UPC Universitat Politècnica de Catalunya* landing page & portal where students, faculty and staff can easily register for their Overleaf Professional plans.
- **Single Sign On Option** - UPC Universitat Politècnica de Catalunya will be able to request SSO integration to offer UPC Universitat Politècnica de Catalunya users the ability to register and log in using their institutional credentials without the need to maintain separate credentials for Overleaf. Alternatively, should UPC Universitat Politècnica de Catalunya choose not to implement SSO, Overleaf will require all UPC Universitat Politècnica de Catalunya Overleaf Institutional Subscription users to confirm an email address from a list of domains (for which we will ask UPC Universitat Politècnica de Catalunya during the onboarding process).
- **A customized Overleaf resource portal** – featuring the UPC Universitat Politècnica de Catalunya thesis/dissertation templates, FAQs and Help resources (example portals: www.overleaf.com/edu/stanford, www.overleaf.com/edu/purdue).
- **Overleaf training videos and webinars** – to ensure UPC Universitat Politècnica de Catalunya users are trained and ready to use Overleaf templates and resources.
- **Support** – We'll help you get everything set up and then we have a support team/help desk available to answer questions from students, faculty and staff about the platform, templates or LaTeX itself!
- **Overleaf metrics and analytics** – we provide an Overleaf administrative dashboard with metrics and analytics on platform use, users, projects, internal/external collaborations and submissions. (see example below)



The Commons Admin Hub (left) an overview of recent usage, with links to more detailed metrics (right).

Overleaf Features and Benefits

- **Secure project access control:** only users authorized by the project owner can access the project.
- **Effective collaboration:** the project owner can add and remove users at any time. Authorized users can collaborate in real time.
- **Secure storage and backup:** industry-standard data security and persistence are provided. Data are backed up continuously with weekly off-site backups.
- **Version history:** full history of changes recorded for every project. History includes details of which user made the changes.
- **University templates:** your template files are uploaded to Overleaf, and new projects can be created from your templates with a single click.
- **Real-time preview and error handling:** projects are compiled automatically, with the source and output visible side-by-side.
- **Real-time chat box within editing window** chat with collaborators while editing.
- **Real-time track changes** with visible collaborator cursor(s).
- **Analytics dashboard:** monitor usage, publications and key statistics by user, department and faculty through your subscription admin console.

Overleaf Collaborates with Institutions to Facilitate User Surveys

Example User Survey Results from Stanford University:

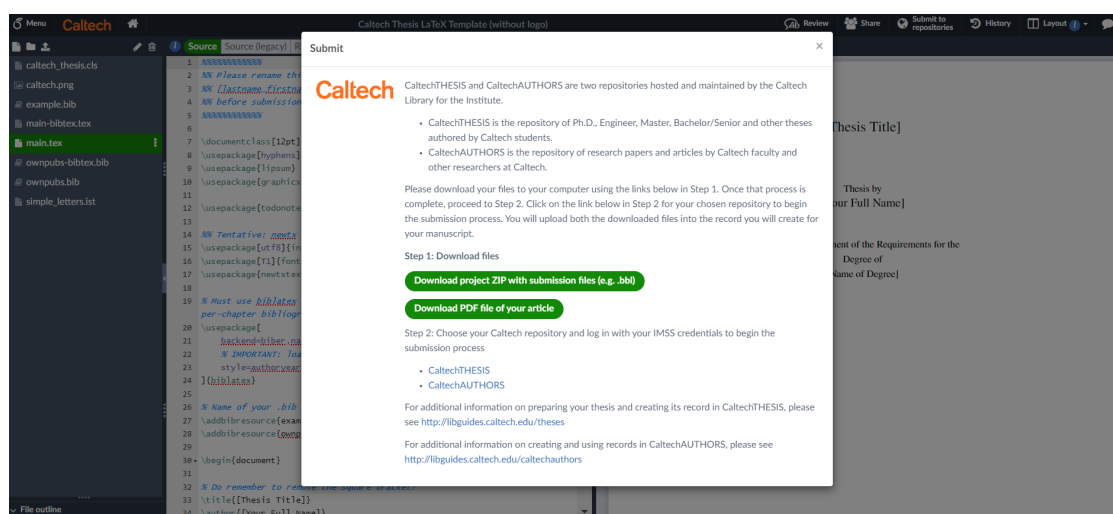
We would like to share with you a sample of the responses we gathered during the Overleaf user survey conducted in collaboration with Stanford University:

- 75% of respondents are using Overleaf for collaboration
- 93% of respondents rated "What do you think of the Stanford Libraries free Overleaf Pro plan?" 4 or 5 on a scale of 1 (I don't want it) to 5 (it's great, don't take it away).
- Descriptive comments in response to the question above also noted: "Overleaf takes away all the headache to let you focus on the more important stuff."

We'd be happy to facilitate a user survey at UPC Universitat Politècnica de Catalunya during the 1st year to gather data and feedback from your community.

Optional Institutional Repository Link:

UPC Universitat Politècnica de Catalunya will have the option to set up templates within Overleaf, which can include a simplified submission link to the UPC Universitat Politècnica de Catalunya repository web portal. This simplified submission can be done via a link to the repository submission page – where authors will be provided instructions on the necessary steps, the files required for the repository, and a link to take them directly to the repository submission web portal. You can see a sample of this set up via the Caltech Thesis Template (screenshot below). LaTeX templates to be supplied by UPC Universitat Politècnica de Catalunya.

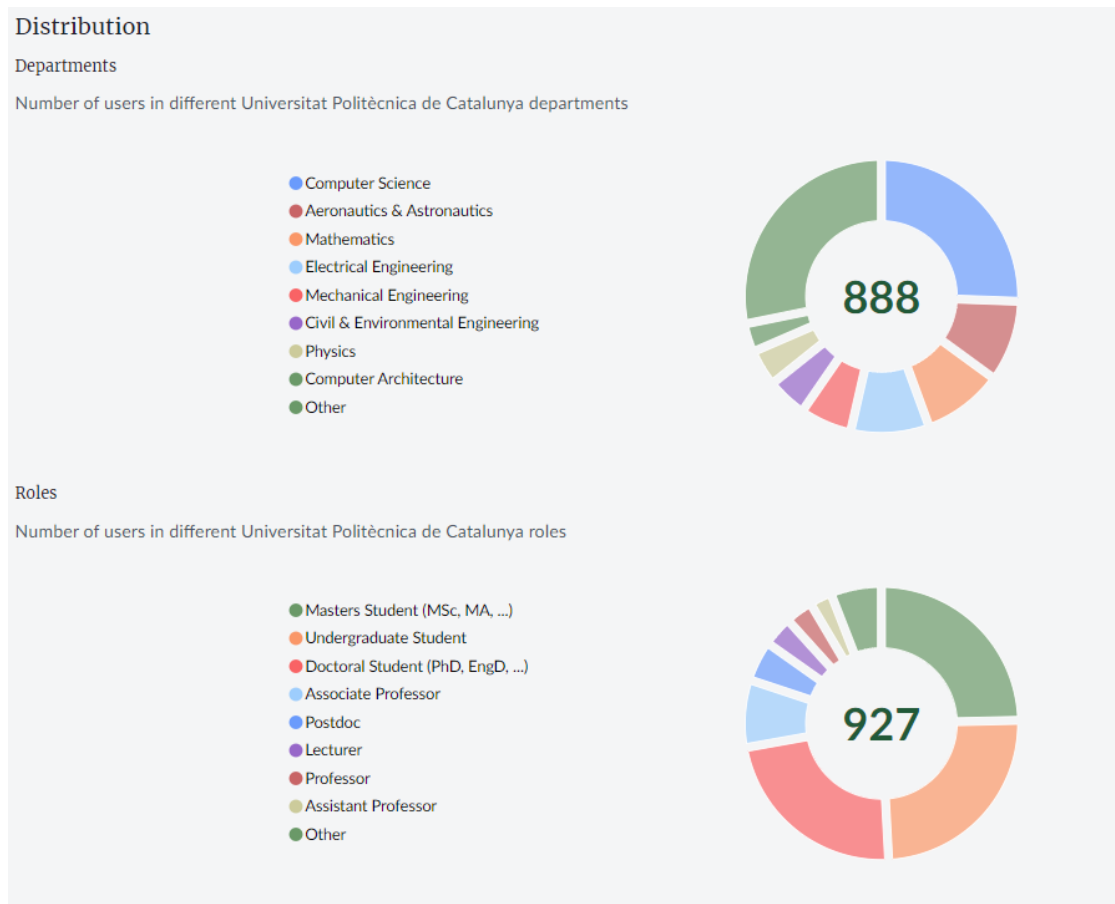


Current Overleaf Usage at UPC Universitat Politècnica de Catalunya

Overleaf metrics show that UPC Universitat Politècnica de Catalunya has **6,676 confirmed Overleaf users** registered with their institutional email address as of September 19th, 2024.

Because some users sign up for an account with an email not associated with the university (e.g.: gmail, hotmail), it is estimated that UPC Universitat Politècnica de Catalunya may currently have a higher number of active users than the current metrics indicate.

Of the 6,674 confirmed users, 888 completed the department field and 927 completed the role field upon signup. The graphs below show the distribution of this small sample of UPC Universitat Politècnica de Catalunya Overleaf users by department and role.



Pricing & Terms

Overleaf Commons (A):

Option 1: Restricted to faculty and teaching staff within UPC*

		Year 1	Year 2	Year 3
Overleaf Commons List Price		€26,626	€26,626	€26,626
3-yr Contract Discount	-10%	-€2,663	-€2,663	-€2,663
End of Year Discount (expires December 31st, 2024)	-10%	-€2,396	-€2,396	-€2,396
Total		€21,567	€21,567	€21,567
€64,701 Total for 3 years				

*An Overleaf subscription can only be limited to specific groups within UPC Universitat Politècnica de Catalunya if you can identify the groups via specific email domain(s) or SSO. In order to restrict enrollment in the subscription with SSO, Overleaf will require UPC Universitat Politècnica de Catalunya to provide us with a single SSO attribute that will allow us to tell who should be granted access to the subscription. We require a single attribute to be used, but within that single attribute, there can be multiple values that grant access to the subscription (eg: Faculty or Computer Science or Student).

Optional Institutional Repository Simplified Link (B):

		Year 1	Year 2	Year 3
Institutional Repository Simplified Link		€2,250	€2,250	€2,250
3-yr Contract Discount	-100%	-€2,250	-€2,250	-€2,250
Total		€0	€0	€0

All prices quoted in Euros. Please note, this price quote is valid until December 31st, 2024; and excludes any sales or value-added taxes. Any such taxes are the responsibility of the Customer. Billing is annual net 30 days.

A: Overleaf Commons - Subscription Service

Overleaf Commons includes Professional plans for all UPC Universitat Politècnica de Catalunya students, faculty and staff, as detailed above, as well as:

- Streamlined Enrollment on Overleaf
- UPC Universitat Politècnica de Catalunya Custom Portal on Overleaf
- Metrics & Analytics Portal on Overleaf
- Marketing/Survey to users for Overleaf
- User Support/Help Desk
- Optional SSO set up

B: Optional Institutional Repository Simplified Submission Link

An optional simplified submission link from the UPC Universitat Politècnica de Catalunya LaTeX template on Overleaf to the UPC Universitat Politècnica de Catalunya institutional repository web portal. (template supplied by UPC Universitat Politècnica de Catalunya)

Ex: Caltech: <https://www.overleaf.com/latex/templates/caltech-thesis-latex-template-with-logo/kgwqvkbfxwmx#.Wa7xN5N97y8>



Order Form

To accept this proposal, please complete the table below by deleting the options you don't require, signing and returning by e-mail. Setup and payment instructions will follow our order acceptance, which will be sent by e-mail to the named contact(s) below. Use of the Products, which will be provided by Digital Science UK Limited, with registered offices at The Campus, 4 Crinan Street, London, N1 9XW, United Kingdom, will be governed by the current applicable terms at: <https://www.overleaf.com/for/customers/terms>, (save where we have previously signed Digital Science General Terms and Conditions with you, in which case those General Terms shall apply, as applicable) to the exclusion of all other terms and conditions, which you may purport to apply, including under any purchase order, as part of any vendor registration process or otherwise, even if they do not explicitly contradict or are required to be acknowledged or accepted. Please print a copy for future reference.

Customer Name	UPCnet Tech, SLU
Customer Address	Pascual i Vila, 15 S-1 - Edificio C Prima - Campus Sud - 08028 - Barcelona - Spain
Tax status	Non-exempt
Customer Primary Contact(s)	Nuria Albi Arabia - nuria.albi@upcnet.es
Product	Overleaf Commons Overleaf Link (Optional Institutional Repository Link)
Product Add-Ons	Overleaf Commons Add-ons: <ul style="list-style-type: none">• Single Sign-On Integration
Start Date	Last date of signature below
Initial Term	3 years
Number of End Users	Option 1: Overleaf Commons: restricted to faculty and teaching staff within UPC
Tax status	VAT Number: ES- B61832119

Order placed:

.....
on behalf of UPCnet Tech, SLU

Name: Josep Maria Ciervo
Position: CEO
Date: 18/11/2024

Order accepted:

DocuSigned by:

.....
on behalf of Digital Science UK Limited

Name: Villy Ioannou
Position: Managing Director, B2B Sales
Date: 20-Nov-2024

CIERVO
RUEDAS
JOSE MARIA
- 37680721M

Firmado digitalmente
por CIERVO
RUEDAS JOSE
MARIA - 37680721M
Fecha: 2024.11.20
10:50:06 +01'00'

APPENDIX

Single Sign On (SSO) - Available with Overleaf Commons only

Overleaf provides a Single Sign On (SSO) login option for authenticating users and adding them to your subscription. Overleaf supports a standard SAML-based SSO integration, and we can offer this SSO option to UPC Universitat Politècnica de Catalunya if you have the infrastructure and ability to configure Overleaf as a service provider in your system. The Overleaf SSO integration further requires the organisation's identity provider to return SAML attributes needed for Overleaf to link users to their Overleaf accounts and verify their participation in the subscription. Although this configuration is generally straightforward, it does require that you have the ability to complete the configuration on your end and provide the information that we need as well. Our onboarding team will provide detailed information and work with UPC Universitat Politècnica de Catalunya IT team to complete the configuration when the subscription is being set up.

In order to help ensure that setting up SSO will be feasible, please answer the following questions:

[1] What SAML-based Single Sign On solution do you use for your identity provider?

adAS SSO from PRISE (<https://www.prise.es/en/products/>)

[2] Do you have an additional security or privacy review process for service providers? If yes, what does that process involve? **NO**

[3] Do you provide institutional email addresses for all users participating in the Overleaf subscription? Are there any restrictions on releasing a SAML attribute that provides this email to Overleaf? **We can provide the institutional email of the validated user.**

[4] Will access to the subscription be restricted to specific groups of authenticated users? **Yes**

If your answer to question [4] is "yes" please let us know (a) which groups of users should be placed on the subscription (other users will be placed on the free plan or alternate subscriptions), (b) do you have the ability to provide a single SAML attribute that can identify users entitled to join the subscription? **We have the ability to provide a single SAML attribute that can identify users entitled to join the subscription**