Interim Procedure
Request for Hosting Equipment in Loyola's Research Data Center (RDC)
July 28, 2010

Loyola's Research Data Center (RDC) is a co-location facility dedicated to research computing for non-ITS administered systems. This facility offers infrastructure for systems that would typically have to reside in offices or building spaces not designed for that purpose. The RDC is managed by ITS and supported by Facilities. A steering committee established through the Provost's Office and the Office of Research Services sets policies and procedures for use of the facility, and advises researchers interested in co-locating equipment there.

Until such policies and procedures are in place, the following interim procedures should be used. Researchers and research support groups may request that equipment be hosted in the RDC in order to protect and sustain it in a controlled environment. Requests will be considered under the following circumstances:
1. Adequate resources are available in the RDC for any required equipment.
2. Allocation of resources is approved by the RDC Steering Committee.

Space, power, and cooling are expensive university resources required for computer equipment, and they must be used efficiently. The following are some of the factors considered for occupancy requests in the RDC: available funding and resources, fit with academic and/or research priorities identified by the Provost's Office, school, and the strategic plan, long-term plan for renewal, and duration of request. Other factors may also be considered as warranted.

Process:
The process for requesting RDC resources is:
1. Faculty/Researchers will submit a request which describes the application, equipment, resource requirements, the research, and anticipated duration for the hosting.
2. Faculty/Researchers present the request to the school dean or Center director for acknowledgment and signature. The researcher sends the approved request to the RDC Steering Committee.
3. The RDC Steering Committee assesses the request, compares the requirements to available resources, and makes a decision. The researcher is notified of the decision.
4. If the request is approved, Information Technology Services (ITS) then begins project planning with the requester to carry out the installation of the equipment.

Grant Requests:
If research equipment is to be acquired through a grant proposal, a decision about hosting the equipment in the RDC should be reached before the grant application is submitted. If RDC hosting is denied, the grant application must be amended to include operating costs to accommodate the equipment in an alternate location.

Agreement Renewal:
Due to limited space, and changes in technology, academic and research programs, researchers will be required to submit a renewal request to the Steering Committee each January. If a review finds that an application or equipment can no longer be justified in the RDC, then the owner will be notified to remove it within 90 days. Requests by the Faculty/Researcher to remove equipment previously placed in the RDC are subject to approval by the Steering Committee to ensure proper transfer or disposal of the equipment.

Fees:
There is currently no fee for hosting equipment in the RDC. The Steering Committee reserves the privilege of determining whether fees would be appropriate in the future. In return for free use of the RDC, installed equipment may be made available for use by other researchers if such use (1) does not negatively impact use by the Faculty/Researcher, and (2) is approved by the Steering Committee.

Hosting Request Form:

Researchers Name	
Department	
Email Address	
Contact Phone Number	
Project Name	

Describe the academic program or research to be supported:

If this request is associated with a grant, please provide the grant title, PI, amount and duration of funds.

Identify if frequent access to the equipment will be required and who will need that access.

Is this new equipment to be purchased or existing equipment? If existing equipment, please describe age and replacement plan. If new equipment would be purchased, a review with ITS is required to determine if enterprise standards are in place to support the requirements and manage costs and maintenance (attach form).

Identify any special requirements for this equipment. This could include (but is not limited to) enhanced network connectivity.

Attach detailed vendor specifications, which must be sufficient to gauge required power, cooling, and floor / rack space.

Researcher	Signature/Date
Approval of Dean/Director	Signature/Date

Requests should be submitted to:
William K. Sellers, Ph.D., Research Services Director
wsellers@luc.edu