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|   | **Procedure to Request/Renew Use of VM in Loyola’s Research Data Center (RDC)** May 2013 |

Loyola’s Research Data Center (RDC) offers cloud computing capability for researchers by providing access to a VMWare server located in the RDC. 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.

Researchers and research support groups may request access to the VMWare server in the RDC in order to do modeling and simulation, manipulate large data sets, perform time-intensive and/or memory-intensive computations, and similar tasks. Requests will be considered under the following circumstances:

1. Adequate resources are available in the RDC for the researcher’s needs; and
2. Allocation of resources is approved by the RDC Steering Committee.

**Process:**

The process for requesting VMWare server access is:

1. Faculty/Researchers will submit a request which describes the application, resource requirements, the research, and anticipated duration (see attached).
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.

**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. This renewal request may be submitted on line at <https://grantsera.luc.edu/Public/RDCAnnualRenewal.aspx>. If a review finds that an application can no longer be justified in the RDC, then the owner will be notified to remove it within 90 days.

**Fees:**

There is currently no fee for using the VMWare server in the RDC.

**Access to the RDC:**

The RDC is a secure facility with access limited to approved users of the equipment and necessary ITS personnel.

**VMWare Usage Request Form**

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| Researcher’s Name |  |
| Researcher’s Title |  |
| Department |  |
| Email Address |  |
| Contact Phone Number |  |
| Project Name |  |
| Describe the academic program or research supported: |
| If this request is associated with a grant, please provide the grant title, PI, amount and duration of funds. |
| Identify what physical access to the equipment in the RDC will be required, who will need access, and frequency of access. |
| Describe plans for backing up the data stored on the equipment (if needed). |
| If the data need to be accessed from off campus, describe precautions being taken to prevent unauthorized access to and disclosure of the data (if needed); or check here if no off campus access is needed: ❒ |
| Identify any special requirements.  This could include (but is not limited to) enhanced network connectivity. |
| 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