SMD HEC Computing Time Request/Allocation Procedure as of FY10-Q1

The procedure begins when a Principal Investigator submits a request for computing time on HEC resources in e-Books to start or continue an SMD funded research project, or when a PI requests an increment to a current allocation award, and ends with award or denial of HEC allocation. Regular cycle SMD allocation awards are made on Nov. 1 (Q1) and May 1 (Q3) with award periods of 1 year.

Step	Responsibility	Sub-Step Description
e-Books SMD allocation request	Principal Investigator (PI)	1. SMD-supported PI submits request for allocation of computing time on HEC resources in e-Books.
Regular cycle (Q1 & Q3) analysis and recommendation	NAS and NCCS Project Managers Allocation Specialist	2. e-Books requests submitted by Q1 or Q3 deadline (40 days before award date) are processed together as a group. 2a. NAS and NCCS Project Managers provide resource capacity for the coming allocation year, information on prior continuing allocations, and on capacity available to SMD users. 2b. Allocation Specialist analyzes all requests for computing time on HEC resources submitted by cycle deadline against resource capacity, SMD discipline targets, and if they are continuation requests for prior usage and report submission. Allocation Specialist makes recommendations for SMD HEC Approval Authorities' review and action.
Regular cycle (Q1 & Q3) SMD HEC allocation award determination	SMD HEC Approval Authorities	3. SMD HEC Approval Authorities meet semiannually to decide allocations. 3a. Authorities consider Allocation Specialist's computing project recommendations against current SMD/discipline research goals. 3b. Authorities consider aggregate of allocation requests against negotiated discipline target allocation shares, balance among resources and across time. 3c. Allocation Authorities may defer or deny allocation for some projects. 3d. Authorities determine computing project allocations on HEC Program resources.

HEC Program review, award processing and notifications	HEC Program Manager
	
	Allocation Specialist
	
	e-Books Support
		4a. HEC Program Manager reviews awards.
		
		4b. Allocation Specialist notifies HEC discipline Approval Authorities of all SMD computing project allocation decisions.
		4c. Allocation Specialist processes awards:
		  - assigns GIDs for new projects
		  - notifies e-Books of awards, begin/end dates, report due dates for move from Rolling Submissions to Award Administration e-Book and Review & Evaluation e-Book for the Quarter (Q).
		  - provides e-Books with award notification templates
		  - notifies NAS/NCCS Project User Services of allocation awards for account initiation or continuation
		4d. e-Books enters awards and dates, notifies PIs of allocation awards, and archives notifications.

Out-of-cycle analysis and recommendation	PI	5. PI identifies special circumstances (e.g. delay in submission but need for continuity of resource access) why the project should continue or start ahead of the next regular award

		cycle.
	NAS and NCCS Project Managers	5a. NAS and NCCS Project Managers provide current resource capacity, and information on prior continuing allocations.
	Allocation Specialist	5b. Allocation Specialist recommends allocation on one resource to NAS/NCCS Project Manager to begin immediately and expire with the start of the next regular cycle.
Out-of-cycle SMD HEC allocation award determination	NAS and NCCS Project Managers	6. NAS/NCCS Project Managers consider request against current capacity and anticipated use.
		6a. If request <= 100k NAS/NCCS Project Managers determine computing project allocations on their HEC Project resources.
	SMD Funding Manager	6b. If 100k<request<1M HEC Funding Manager determines allocation.
	HEC Program Manager	6c. If request >=1M HEC Program Manager determines allocation.
		If allocation award made, award is processed per steps 4b-4d.
		If no award made/authorized request must wait in e-Books for next regular allocation cycle.
Allocation increment request	PI	7. PI requests an increment in computing time for an ongoing project during an award period through HEC/NCCS/NAS Support, or via email to Allocation Specialist or HEC Program Manager. All requests are forwarded to Allocation Specialist.
Allocation increment analysis and recommendation	NAS and NCCS Project Managers	8a. NAS and NCCS Project Managers provide current resource capacity, and information on prior continuing allocations.
	Allocation Specialist	8b. Allocation Specialist analyzes project use pattern, requests for remainder of award period, and resource capacity and makes a recommendation to NAS/NCCS Project Manager for action on an allocation increase to expire with the current award.
SMD HEC allocation increment determination	NAS and NCCS Project Managers	9. NAS/NCCS Project Managers consider request against current capacity and anticipated use.
	Allocation Specialist	9a. If no award is made, Allocation Specialist notifies PI to submit continuation request for next regular cycle.
		9b. If request <= the larger of 100k or 20% of original award, NAS/NCCS Project Managers determine allocation increases on their HEC Project resources.
	SMD Funding Manager	9c. If request > 100k or 20% of original award the project's SMD Funding Manager determines the allocation increase.
Allocation increment notification	Allocation Specialist	10a. Allocation Specialist notifies NAS/NCCS Project User Services Group of approved allocation increment and expiration date, set as the same date as expiration of award being increased.
	NAS/NCCS User Services Group	10b. User Services Group notifies PI when allocation increment is implemented.