

DU – NCI Resource Allocation Committee : Terms of Reference (Draft)

The DU-NCI Resource Allocation Committee (RAC) is the body responsible for assessing and authorising the allocation of the NCI resources available to Deakin University under the NCI-Deakin Collaboration Agreement.

In 2014, we have 3.0M SUs (service units) to allocate.

GOVERNANCE STRUCTURE:

The RAC will consist of eminent DU researchers in fields that are typical of the projects the DU-NCI scheme supports.

- The committee should comprise members from Schools/Institutes representing the majority of the projects and users.
- RAC members will ordinarily be expected to participate (in person or via videoconference) in at least one meeting per year, and will otherwise be required to stand down.
- Members will be chosen by the Chair in consultation with the Director of eResearch.

ROLE OF THE COMMITTEE:

- Assessment of resource applications is based on the scientific merit of the application, the track record and quality of the applicants, the fit with and demonstrated need for capability and capacity computing, and the potential 'return on investment' for DU of the allocation.
- Specific responsibilities include:
 - Objectively reviewing and commenting on applications for DU-NCI resources.
 - Making recommendations on the amount, duration and special conditions of an allocation, with the Chair to take the final decision for each application if necessary.
 - Provide feedback to applicants to improve future applications, and also applications to other supercomputing resource bodies/schemes (such as NCMAS).

MEETINGS:

- The RAC will meet in person **four times a year**. The meetings are organised on behalf of and in conjunction with the RAC Chair.
- RAC applications will be distributed to members of the Committee 5 weeks prior to each RAC meeting.
- All members are required to provide their reviews to the RAC Chair within 1 week prior to the meeting.
- Members who are not able to meet their obligations must provide sufficient notice to allow for the redistribution of applications, or their replacement.
- RAC members will be required to declare any matters that may constitute bias or conflict of interest.
- Comments, assessment and feedback of each application will be recorded for DU use.
- Minutes will be taken of RAC meetings and will be made available upon request.
- Applicants will be given official notification of the allocation and feedback from the Committee.