## Application form: Data component of the Flemish Tier-1 supercomputing platform

|  |
| --- |
| Title of the application:  EasyChair code in case of resubmission: EasyChair code in case of continuation:  Applicant name, first name:  Institution:  Research group / department:  E-mail address: OECD FoS code (see regulations): VSC id of one mandated person who will manage the Tier-1 access group: |

*This application should not exceed 18 pages, excluding possible appendices (confirmation letter of financing institution, software license(s), etc.) which may be considered by the Tier-1 Data Allocation Board.*

1. Research project within the framework of which data project is applied for.
* Title
* Supervisor(s) and their e-mail address(es)
* If available, IWETO or FRIS link
* Financing institution or channel (FWO, BOF, VLAIO, EU, etc.).
	+ Attach the confirmation letter as enclosure.
	+ Attach a letter of approval of your own institution in case the project has not gone through a scientific approval process.
1. Include a short description of your research project, in layman’s terms wherever possible, with a view to dissemination. Explicitly mention the scientific questions that you are planning to address and the overall scientific goals of the project. (max. 1 A4 in Arial 12)
2. Persons mandated by the Applicant to manage the Tier-1 Data resources within the framework of the present project. (Please note that these are the people that will get access to the project and the data.) Please provide for every person:
* Name, first name
* VSC id
* Institution
* Research group / department
1. Why does this project need to use the Tier-1 Data service? (As opposed to using e.g. a commercial cloud solution.) Select appropriate checkbox(es):

[ ]  It requires coupling to Tier-1 Compute resources.

[ ]  It requires coupling to Tier-2 Compute resources.

[ ]  It requires coupling to Tier-1 Cloud resources.

[ ]  Other:

In case of coupling to an existing Tier-1 Compute and/or Tier-1 Cloud project, please give the EasyChair code of the project(s).

1. Describe the advantages and positive impact for the project due to the usage of the Tier-1 Data that will be otherwise not be possible when using other data infrastructure(s).
2. Describe schematically your data workflow involving the Tier-1 Data resources. Try to answer the following questions and if possible, provide a simple graphical diagram:
* Which are the data sources from where the data will be created/collected and transferred to the Tier-1 Data platform?
* Before it is stored is there any pre-processing or quality checking needed?
* For data analysis which systems will be used? Tier-2/Tier-1? Others?
* Who will need to access the data and from which type of system/machine?
* What can the people who get access to the data do? Are there different access roles/permissions needed?
1. Provide information about the datasets you want to store on the Data platform. Please use Table 1 to summarize them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data type** | **Description** | **Data Format**  | **Data Volume (MB, GB, TB) and number of files** **Volume/#files** | **Ethical considerations** | **Personal Data** |
|  |  |  | **Y1** | **Y2** | **Y3** | **Y4** |  |  |
|  |  |  |  |  |  |  | [ ]  Yes, human subject data[ ]  Yes, animal data[ ]  Yes, dual use [ ]  NoIf yes, please describe: | [ ]  Yes[ ]  NoIf yes:* Short description of the kind of personal data that will be used.
* Measures that will be taken to anonymize or pseudonymize the data before is stored in the Tier-1 Data platform.
 |
| **Total** |  |  |  |  |  |  |  |  |

1. Describe what approach will be followed to capture the accompanying information necessary to keep data understandable and usable, for yourself and others, now and in the future (e.g. in terms of documentation levels and types required, procedures used, Electronic Lab Notebooks, README.txt files, Codebook.tsv etc. where this information is recorded).
2. Will a metadata standard be used to make it easier to find and reuse the data? If so, please specify which metadata standard will be used. If not, please specify which metadata (if any) will be created to make the data easier to find and reuse.

NOTE: the Tier-1 Data support team can provide help and advice for creating and using metadata schemas in the Tier-1 Data platform. If you are interested on receiving advice, indicate it and the Tier-1 Data team will contact you.

1. Describe your exit strategy for when the project is finished. Think about the following aspects. NOTE: the researcher is responsible for the data.
* Which data need to be preserved and which could be deleted?
* Which data and metadata are you going to export to where and how will you do it? For large datasets consider the time needed to transfer this data.
* Are you going to transfer all or part of the data to a publication repository? If so, which one?
* Are you going to transfer all or part of the data to a cold storage service? If so, which one?

*Applicants allow FWO/VSC to make this proposal in its entirety public e.g. as an example or inspiration for other researchers.*

*Applicants commit to collaborate with VSC, upon its request, in the preparation of a success story (see* [*https://www.vscentrum.be/stories*](https://www.vscentrum.be/stories)*).*

|  |
| --- |
| Don’t hesitate to consult the Tier-1 Data support (data@vscentrum.be) or your local support ([www.vscentrum.be/getintouch](http://www.vscentrum.be/getintouch)) or when you are preparing your application. |