

## **CVR RESEARCH SERVER USAGE POLICY**

Our policy is to ensure that the research servers, which include those associated with the high-throughput sequencing instruments, remain optimally available to users.

As a shared resource, it is the responsibility of the users to ensure they work within the limits set below and monitor their use to prevent any adverse impact on the systems.

### **Data management**

Twice a year (approx. April and October), all users will be sent a list of the accounts of staff who have left, so that supervisors may make copies on their own storage devices if necessary. A month later, unless there is good reason, the data from these accounts will be moved to an archive folder on the appropriate server. The System Admin will then archive to tape after which the data will be deleted from the servers. Tapes will be kept for 10 years, as required by the University of Glasgow data retention policy. The System Admin will process these tapes for data retrieval if requested. If there are any potential GDPR issues, please inform the System Admin to discuss tape archival.

### **Access and training management**

PIs must inform the System Admin at least two weeks in advance to arrange server access and Unix training for new students or staff members.

Users who are unfamiliar with Linux and require access to the servers should have completed the online course '[Introduction to Gnu/Linux](#)' course by UofG IT (or equivalent e.g. [Linux for Genomics](#)). New users then should contact the System Admin to arrange induction to/familiarisation of the servers and receive their login details.

### **Processing and disk space management – Alpha**

Processing	CVR Bioinformatics are allocated a total of 16 threads for use at any one time. Other GU staff are limited to 8 threads at any one time. Non-GU staff (visitors/affiliate) are limited to 4 threads at any one time.
Storage	CVR Bioinformatics are allocated an initial 6Tb of disk space. Other GU staff are limited to 3Tb of disk space. Non-GU staff (visitors/affiliate) are limited to 1Tb of disk space.

### **Processing and disk space management – Rho**

Processing	A total of 8 threads per CVR user at any one time. Named users <sup>[1]</sup> will be allowed 16 threads for time critical screening during an outbreak <sup>[2]</sup> . Affiliate and visitors are limited to 4 threads at any one time
Storage	There are shared folders for communal research data, so no limits apply.

If you have a pressing publication deadline, grant application etc. contact the System Admin, and we can discuss a temporarily increase in processing resources if possible.

If high-compute needs are required for a grant, grant proposal or project, this should be discussed with Lindsay.

The System Admin will contact users who breach the limits above on the servers.

Users may also be reminded to manage their home directories adequately, for example by removing multiple copies of files and folders and keeping compressed copies unused data. This avoids the server accumulating large amount of unused or redundant data, thus ensuring that everyone has sufficient space and that the backup and restoration processes are efficient.

System Admin - [Scott.Arkison@glasgow.ac.uk](mailto:Scott.Arkison@glasgow.ac.uk)

[1] Named users are :- Emma, Shirin, James and Elihu.

[2] Named users should e-mail John, Emma and Scott when they need to invoke the additional threads.