

**ITSC Sign-off for University funded Proposal about Large Computer Equipment**

1. **Particulars of the Application**

Name of the Unit/Department/Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Summary of Proposal Running Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Item** | **Qty** |  **Cost (HK$)**  |
| 1 | ITSC operation cost for 3 years |
|   | 1.1 Data centre co-location fee[[1]](#footnote-1) | \_\_ rack for 3 yr |  |
|   | 1.2 Server rack uplink | \_\_ 1GE/10GE\* uplink for 3 yr |  |
|   | 1.3 Firewall service | \_\_ IP address(es) for 3 yr |  |
|   | 1.4 Professional services of research computing | \_\_ man-hours for 3 yr |  |
|  |  | Total |   |

\* Please delete as appropriate

Arrangement after 3 years

After 3 years, the arrangement stated in the University Policy on Sharing Large Computer Equipment would be followed (please refer to <http://www.itsc.cuhk.edu.hk/en-gb/it-policies/university-policy-on-sharing-large-computer-equipment>).

1. **Summary of Proposal Funding Arrangements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Matching fund from Faculty/Dept** | **Funding request payable by Central** | **Total** |
| Total Non-staff Cost: |  |  |  |
|   | $\_\_\_\_ x \_\_% | $\_\_\_\_ x \_\_% |  |
|  | **=$\_\_\_\_\_\_\_** | **=$\_\_\_\_\_\_\_** |  **=$\_\_\_\_\_\_\_** |
| Total 3-yr Equipment Running Cost: |  |  |  |
|   | $\_\_\_\_ x \_\_% | $\_\_\_\_ x \_\_% |  |
|  | **=$\_\_\_\_\_\_\_** | **=$\_\_\_\_\_\_\_** | **=$\_\_\_\_\_\_\_** |
| Total Equipment & Facility Cost: |  |  |  |
|   | $\_\_\_\_ x \_\_% | $\_\_\_\_ x \_\_% |  |
|  | **=$\_\_\_\_\_\_\_** | **=$\_\_\_\_\_\_\_[[2]](#endnote-1)** | **=$\_\_\_\_\_\_\_** |
| GRAND TOTAL: |  |  |  |
|   | ($\_\_\_+\_\_\_+$\_\_\_) | ($\_\_\_+\_\_\_+\_\_\_) |  |
|  | **=$\_\_\_\_\_\_\_** |  **=$\_\_\_\_\_\_\_** | **=$\_\_\_\_\_\_\_** |
|   | Cost Centre: |   |  |
|   | \_\_\_\_\_\_\_ (\_\_%) |   |  |
|   | \_\_\_\_\_\_\_ (\_\_%) |   |  |

1. **Compliance of University policies and standards**
	1. Policy of Sharing Large Computer Equipment – Sharing arrangement

*<Description of the sharing method>*

* 1. University firewall policy

*<Description of how the university firewall policy could be fulfilled>*

1. **Sign-off from Department, Faculty and ITSC**

Below is the signature from the relevant department and faculty. They fully understand and agree the terms and conditions of the arrangements as specified in above regarding the matching contribution to be shared between the faculty and the department as well as the equipment and service management system and the relevant policies and standards of the University to be applied to this equipment and service.

|  |  |  |
| --- | --- | --- |
| Cost centre |  |  |
| Budget holder |  |   |
| Signature |  |   |
| Dept/Faculty |  |  |
| Date |  |   |

The Director of ITSC hereby requests Provost’s Group to consider the arrangements noting that they are viable and in order.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The current co-location fee is subject to annual review. The service fee should be paid upfront annually. Department/Faculty should bear the difference if the co-location fee increases in the future. [↑](#footnote-ref-1)
2. [↑](#endnote-ref-1)