CCEC Technology Policy

Effective February 1, 2015

Guiding Principles

Researchers within the CCEC rely on technology for much of their work. The CCEC is able to provide a basic level of support for researchers in their use of technology via the annual allocation of funds provided to the center. For basic computer troubleshooting and file recovery, please contact the Office of Information Technology of OTEL. For all other requests, please contact the CCEC's Technical Coordinator. The following principles and practices will be applied effective February 1, 2015.

1. Computer provision:

    Full-time (1.0 FTE) center employees (including faculty, administrative, and post-doctoral appointments) will receive a Center-appointed computer for use for university-sponsored activities. Employees who work less time (e.g., 0.5 FTE GRAs, research assistants, part-time staff) will be permitted to utilize shared workspace and computers. Pending annual budget allocations, the Center Director may provide computing resources to part-time staff, including GRAs, but this allocation can fluctuate over time. When extensive computing resources are needed for a grant-supported project, PIs should work with their grants officer to justify their purchase within the application.

    Employees will receive a desktop computer by default. If the employee is in a position that requires extensive travel, will be working from home, or in the field then they may request to receive a laptop in lieu of the desktop. This will include a docking station at their permanent workspace in the Crane Center. Requests for laptops will be reviewed and approved by the Center Director and any Project Director involved.

    Computers older than five years old will be considered for replacement. This consideration will be based on available funds and necessity of replacement. Grant submissions for longer term projects (4+ years) should allow for computer replacement during the budgeting process as allowable.

2. Storage Space:

    All Crane Center data and document storage is provided on University servers. Data stored on these servers is routinely backed up. Files, documentation and data saved to local computers does not benefit from this back-up system. Thusly the Crane Center is not responsible for lost documents and files stored on individual computers.

    Personal files are not to be saved to University servers, and project owned data can NOT be saved to personally owned storage (Laptops, flash drives, etc.) in accordance with the University Data Risk Management policy.

3. Data-Management Core (DMC) Support:

    Projects/grants can assign an FTE allocation from their funding source to cover the activities of the DMC. Activities they can support include technical projects, Audio/Video (editing, merging, and management), and technical administrative functions. Please see the Technical Task Budgeting protocol for more details. Please note that the actual allocation should be based on an average of time spent (e.g., a 0.5 FTE allocation to the DMC may support 10 hours of a programmer's time one week and 30 hours the next week)

    It is recommended that for ingoing projects or grants, a meeting with representatives of the Data Management Core (DMC) be scheduled to help inform technical budgeting for hardware, software, and staffing. Without this meeting, specialized technical support, along with required hardware and software, cannot be guaranteed. Any requests not initially budgeted for will be filled as time and funds allow.

4. Ancillary Technology Needs:

    All Crane Center computers are pre-installed with Microsoft Office. Other software can be installed by request including SPSS, Adobe Acrobat, SAS, and EndNote. Any other, more specialized, software can be requested and reviewed on a case-by-case basis. This specialized software should be discussed at the initial technical budgeting meeting with the DMC.

    The use of laptops, tablets, and other non-standard technology is typically funded by the individual projects for which they will be utilized. The Crane Center does maintain a small number of laptops, tablets, and projectors that can be requested for loan. These requests will be reviewed and approved on a case-by-case basis.

5. Ownership of Technology:

    All technology purchased by the Crane Center for its employees' use is the property of the Crane Center and will be returned to the Crane Center at the completion of the project. Technology purchased with grant funds will belong to the project until the conclusion of that project. At the conclusion of the project, all technology will be added to the Crane Center Technology Inventory. That technology can then be reallocated by the Crane Center for efficient use. Effort will be given to ensure PIs will retain access to their former project's purchased equipment for use on future grant projects.

    When technology equipment becomes outdated it will be disposed of following the University's Surplus [policy](). Capitalized equipment is subject to the University's corresponding [policy]().

6. Annual Updates

    Some software (e.g. SPSS) requires annual license renewal. Instructions will be emailed to all staff members prior to any renewal deadlines. Questions regarding these updates can be directed to the Tech Coordinator or the Lab Manager.