# ACCESS PROTOCOL TO THE HPC INFRASTRUCTURE OF THE IBERO AMERICAN HIGH PERFORMANCE COMPUTING NETWORK (RICAP)

This document describes the Access Protocol to the supercomputing infrastructure of the Ibero American High Performance Computing Network (RICAP - Red Iberoamericana de Computación de Altas Prestaciones). Information regarding access to the cloud infrastructure may be consulted at http://www.red-ricap.org

This protocol provides a set of guidelines based on criteria of efficacy, efficiency and transparency.

In line with similar plans and other public calls, access is filtered with and evaluation by the RICAP Access Committee, advised by external, technical and scientific experts in the domain of the proposed activity, if needed. Access applicants must provide detailed objectives and an approximate timeline for completion.

For the activities for which access is granted, RICAP will provide CPU hours from the available supercomputers (hardware and basic system software). It is expected that awarded users will count on the sufficient skills to ensure the correct performance of the user applications. Also, applicants are aware that access to only a fraction of the supercomputing capacity within the RICAP HPC infrastructure will be granted.

CIEMAT, as RICAP coordinator, collects all activities applications from its website (http://www.red-ricap.org) and forwards them electronically, including any additional documentation, to the Access Committee.

Dates of the calls and periods for accessing HPC resources are published in the aforementioned RICAP website. Those activities that demand access to resources during more than a period, can request an extension for a second consecutive period, by submitting RICAP an application letter, including a report on the intermediate results of their activity.

The request for access to RICAP resources must be prepared either in English or Spanish, and should include the following information in a pdf document:

- An initial page containing the title of the proposal and the PI (Principal Investigator) coordinates.
- A description of the scientific project which frames the activity proposal (maximum 1 page).
- A description and justification of the concrete activity that requires access to the RICAP resources (maximum 2 pages).
- A short CV of the PI (Principal Investigator) of the applicant group, necessarily including references to the most relevant publications (maximum of 5 references) of the last 5 years and a description of his/her HPC group skills (maximum 4 pages).

- A technical description of the software to be used and the resources requested  from the supercomputing equipment offered by RICAP (see RICAP's  website for further details).
- Proposal format: Font size must be 11 at least and page margins must be of 2.5 cm per side at least.

The resolution timeline for the proposals received will be indicated in the published Call for participation.

The basic criteria to award proponent projects access to RICAP resources are:

1. The relevance of the scientific project that includes the proposed activity (20%).
2. The justification for the proposed activity and the calculations to be executed on RICAP's infrastructure (30%).
3. The scientific credentials of the complete applicant research group (10%).
4. Evidence of experience and training in high performance computing (10%).
5. The justification of the real need for a supercomputer to perform the computation (20%).
6. The technical  appropriateness of  the  project to  the  RICAP resources  architecture and CPU time availability (10%). In this point the applicant must bear in mind that the RICAP resources can be provided by any of the network institutions and not only by the largest ones.

The Access Committee is composed of the RICAP coordinator and 1 member from each RICAP associate institution (summing up to 11 people), appointed for a period of 4  years with at least 20% annual renewal. This appointment may be revoked by the RICAP Executive Committee when there are reasons which justify it.

Every proposal will be peer-blindly evaluated by 5 members of the Access Committee, who will submit their score to the RICAP coordinator. The final score will be the average of the received evaluations, where the highest (and only one) and the lowest (an only one) scores will be eliminated.

The Access Committee report will prioritize the allocation of resources to activities. As consequence of this prioritization and limited resources available, some  high-quality activities can be left out. The Access Committee will allocate resources for the next period for these high-quality non-awarded activities as it deems appropriate, so as to ensure access in the next period without having to reapply for access. The Access Committee will try to allocate maximum resources to the best activities according to the assessment, to ensure that they benefit from  supercomputing capabilities of RICAP in the shortest possible period of time.

The reasons for granting or refusing access to the  RICAP HPC infrastructure will be described for each submitted activity proposal in the Access Committee report.

The accepted activities will be published and a private communication will be sent

to the principal researchers of the rejected proposals with an explanation for the rejection, and offering the possibility of re-submit the same activity proposal to be re-evaluated in a future Call.

RICAP will promote scientific and technical collaboration between the external research group and the institutions belonging to RICAP.

The access to RICAP resources is provided based on criteria of excellence. Universities (public or private) and public research organisms do not need to pay for the use of RICAP resources.

Any industrial activities are subject to similar quality standards as described above. Industry companies and organizations that get access to RICAP resources must pay a financial contribution to the institution(s) that own and operate the allocated resources. This contribution will be calculated on a case by case basis, and will depend on the resources needed (human and technical) and the scientific and/or economic interest of the project. RICAP institutions will allocate these activities under a Round Robin basis.

For mixed University-Company activities, the fee for each institution will depend on the amount established in the memorandum of agreement.

Spin-offs of public centers are treated as public research centers for the first three years to encourage their development.

Users of RICAP resources automatically accept the following commitments:

- To send RICAP an electronic copy of any scientific publications in which the use of the resources of RICAP has proved decisive.
- To explicitly mention in all scientific and technical publications the use of the RICAP resources allocated for their project.
- To follow the RICAP usage rules and security and confidentiality policies determined by RICAP.
- In the case of academic and public users, to guarantee not to use the results obtained using RICAP, resources, for any profit purposes but only under the terms of "Public Research".
- To provide annually, any available information and documents, including videos, presentations, and any other materials to be used as dissemination material by RICAP.