
INTEROFFICE MEMORANDUM

TO: R. WEISS, B. BARISH
FROM: ALBERT LAZZARINI & THE LSC COMPUTING COMMITTEE
CC: G. SANDERS
SUBJECT: PROCESS FOR REVIEWING REQUESTS FOR RESOURCES AND THEIR ALLOCATION
DATE: 2002.04.03

This note summarizes the procedure we developed during the meeting at FNAL. Its purpose is to provide a process by which LSC members may make known their need to access LSC computing resources for the legitimate research of the collaboration. The resources that will be made available for this purpose are those identified in the MOU Attachments between the LSC institutions with shared resources and LIGO Laboratory. It is understood that there may be a partition of these resources reserved for allocation by the local institution.

The LSC Computing Committee will establish a regular review of LSC user requests to access LSC resources. The plan is to implement monthly reviews of pending requests at every other LSC Computing Committee meeting. Requests will be sent to the chair, who will collate them and distribute them in a timely manor prior to the review meeting. This process will go into effect once it has been reviewed and approved by the LSC and Laboratory directorship. This review will include discussion in Executive Committee of the LSC.

The procedure entails the following steps:

1. Individual or working groups will be required to develop one page requests. The requests should provide the following types of information:
 - a. A discussion of where the proposed task fits into the LSC analysis framework, e.g., new exploratory work within one of the working groups, production, re-analysis, etc.
 - i. If this request is associated with one of the extant LSC analysis activities, then one of the co chairs should submit the request.
 - ii. If this request comes from an individual researcher and it is not linked directly to an existing activity within the LSC, then the

requester should ensure that this activity does not pre-empt other, ongoing research. The Committee may elect to forward such requests to the LSC Spokesman in order to apprise the LSC directorship of this new research.

- b. An explanation of the computational need, including magnitude of the effort (e.g., GFLOP, GB of RAM, disk, etc.); discussion of the minimal useful amount of resources to do the job.
 - c. Identification of the data needed for the analysis (if it is not a Monte Carlo analysis);
 - d. A suggestion of which resources are appropriate. The request may be silent on this point, in which case the Committee will decide where the computation should be performed;
 - e. An estimate of the duration of the task; discussion of the minimum useful amount of time.
 - f. A report will be required at the end of the task period that discusses what was accomplished. Feedback that may help to enhance resource usage and availability is welcome. The details of how the report is provided will be defined later. It may be a simple report to the Committee, or it may be included as part of the 6 month reporting cycle for the MOUs.
2. Individuals or working groups with urgent needs that cannot wait for the monthly review cycle will contact Computing Committee chair. The chair will determine how to proceed. This may involve convening an ad hoc meeting of the committee within the review cycle.
 3. The Committee will establish a web site available off its home page that will post:
 - a. All received requests and their dispositions (e.g., pending review, approved and assigned, deferred, referred, rejected, alternate, etc.)
 - b. Allocation of resources for the coming month according to the approved, assigned projects
4. The day-to-day operation and adjustment of resources at any particular LSC Center are the responsibility of the center's representative on this Committee. Such adjustments will be necessary, for example, if one of the planned projects is unable to profitably utilize all the resources that were allocated to the task.
 - a. Concerns about day-to-day operations will be referred to the Committee Chair, who will determine how to proceed. This may involve convening and ad hoc meeting of the committee within the review cycle.

The Committee requests feedback from the LSC and LIGO Directorate and would like to implement this procedure as soon as possible.