Core Facility for Bioinformatics

Direct Access Request Form

PART A. USER INFORMATION		
GIVEN NAME	**MIDDLE NAME**	**LAST NAME**

EMAIL	**CONTACT NUMBER**
DESIGNATION	**DATE OF BIRTH**
INSTITUTION	

INSTITUTION ADDRESS

Room No:	**Floor No.**
Building:	**Street:**
City:	**Province:**
Country:	**Zip Code:**

PART B. FUND SOURCE INFORMATION

☐ **Funded Project** ☐ **Laboratory (In-house)** ☐ **Thesis Grant** ☐ **Personal Funds**

☐ **Others** _____

If **Funded Project** is checked, please fill out **Part C**, if **Laboratory** please fill out **Part D**, if **Thesis Grant** and/or **Personal Funds** please fill out **Part E**, and if **Others** please specify and fill out **Part E**. Check all boxes that are applicable to you.

PART C. PROJECT INFORMATION (For Funded Project as Fund Source)

PROJECT TITLE	
PROJECT LEADER	
PROJECT START DATE	**PROJECT END DATE**
MAIN RESEARCH ASSOCIATE	**MAIN RESEARCH ASSOCIATE EMAIL**
PROJECT ADDRESS	

☐ Same as Institution Address (If not checked, please fill out the **Project Address** Details)

Philippine Genome Center Building, A. Ma. Regidor St.,
University of the Philippines,
Diliman, Quezon City, 1101

bioinformatics@pgc.up.edu.ph
+63 2 981 8500 loc. 4706

PROJECT ADDRESS

Room No: **Floor No.**

Building: **Street:**

City: **Province:**

Country: **Zip Code:**

PART D. LABORATORY INFORMATION (For Laboratory as Fund Source)

LABORATORY NAME

LABORATORY HEAD

IN-HOUSE RESEARCH ASSOCIATE **LABORATORY EMAIL**

LABORATORY ADDRESS

☐ Same as Institution Address (If not checked, please fill out the **Laboratory Address** details)

Room No: **Floor No.**

Building: **Street:**

City: **Province:**

Country: **Zip Code:**

PART E. GENERAL BILLING INFORMATION (For Thesis Grant, Personal Funds, and Others as Fund Source)

BILLING ADDRESS

Room No: **Floor No.**

Building: **Street:**

City: **Province:**

Country: **Zip Code:**

PART F. SERVER ACCESS AND DATA STORAGE INFORMATION

SERVER ACCESS

- ☐ **X86 Large-Memory Symmetric Multiprocessing**
- ☐ **Intel Xeon Phi Co-Processor Server**
- ☐ **Currently uncertain**

DATA STORAGE
Expected data size to be stored

- ☐ Less than 1 TB
- ☐ 1 TB to 5 TB
- ☐ More than 5 TB
- ☐ Currently uncertain

Expected storage duration (in months) _____

PART G. SOFTWARE, DATABASE AND WORKFLOW TO USE (Optional)

SOFTWARE INSTALLATION AND DATABASE REQUEST

Software/Database Name	Version	Notes

Possible workflow/s that to be implemented during access

- ☐ Genome Assembly and Annotation
- ☐ Mapping and Variant Calling
- ☐ Metagenomics Analysis
- ☐ Transcriptome Assembly and Annotation
- ☐ Molecular Dynamics
- ☐ Others _____

PART H. ACKNOWLEDGEMENT

I have read and understood the terms and conditions for the use of the PGC-CFB facility and agree to comply by them.

_____ _____
Signature Over Printed Name of Applicant **Date Signed**

I hereby certify that the applicant is a staff of the Project (whose details apprear in **Part C**) / Laboratory (whose details appear in **Part D**) and is working under my supervision. I guarantee that all the expenses incured by the applicant under this user account will be paid by the Project / Laboratory.

_____ _____
Signature Over Printed Name of Supervisor **Date Signed**
(Skip if Part C and D is blank, and E is filled up)

Direct Access Terms and Conditions

1. The use of the PGC-CFB HPC Servers for data analysis is considered a paid service unless otherwise arranged institutionally.
2. Fees applied to the Direct Access usage of the PGC-CFB compute servers are calculated based on resource-hours (see Pricing Guide for details). Full charges apply for jobs that did not throw an error or have a status of "COMPLETED". For jobs with a final status of "FAILED" or "CANCELLED", the charge will be halved unless such failure or cancellation is a result of a systematic error. The Client must notify PGC-CFB if a suspected systematic error caused the failure or cancellation as soon as possible.
3. Data transfer to and from the Facility's HPC systems are free of charge. Data may be transferred over the network, or physically by copying data directly from external hard drives provided by the user.
4. Renaming, deleting, copying, and other non-computationally intensive processes done to a file or directory will be free of charge.
5. All user-specific data will be kept confidential and no other user will be able to access such data as long as they are stored within the user-assigned directories. On the other hand, data that are stored in the project-assigned directories can only be accessed by users that are under that particular project.
6. Only registered users are allowed to access the HPC servers of the PGC-CFB. It is the user's responsibility to secure his/her private key, and the passphrase to that private key if available, to prevent unauthorized users from gaining access to the PGC's systems.
7. It is the user's responsibility to back up their data in case of unfortunate circumstances. The Facility, however, have built-in redundancy in the storage systems to enable data recovery in case of corruption. The Facilty shall not be held liable for any accidental loss of data, such as deletion of files under the direct control of the user.
8. Installation of new tools are free of charge. Users may request for the installation of particular software packages or docker files, or may compile/install software packages or docker files themselves within user-assigned directories. Users are not, and will not be, allowed to modify system directories. If an installation requires modification of system directories, please contact the Facilty's HPC System Administrator to install the software in your behalf. For installation requests, all requests will be first evaluated by the HPC System Administrator and if the software requested requires a license, uncompatible with our systems, or might cause system failure, he/she will inform you as soon as possible.
9. Fair usage of resources are expected from all users:

   a. All jobs are expected to go through the HPC resource manager software and queuing system (i.e., SLURM).

   b. Users will be notified if storage space is running low and may be asked to relieve some unused files to free up enough storage space for all users.

   c. Doing computationally intensive non-bioinformatics tasks, such as copying, compression, or decompression of large files, should be done through SLURM and not directly in the front-end. Any computationally intensive task done in the HPC front-end will be automatically terminated without prior notice.
10. The HPC System Administrator may exercise his/her rights to deny access to user accounts with suspicious activities within the HPC systems.
11. The Client may report system errors and slowdowns, bugs, or other difficulties in usage, as well as post questions regarding system usage to PGC-CFB's email address, with "[HPC_SUPPORT]" as part of the subject line.
12. All Direct Access Service consultations should be arranged via email prior to visit.
13. Direct Access users are expected to be able to independently implement their bioinformatics analysis within the PGC-CFB HPC Facility, including creating their own scripts, executing their own commands, and troubleshooting errors that may arise thereof. Although the Bioinformatics Specialists and the HPC System Administrator are expected to aid the users in account setup and to facilitate efficient server usage, they are not obligated to perform bioinformatics tasks on behalf of the user.

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