



XSEDE Campus Champions Memorandum of Understanding

This document constitutes an agreement between the University of Puerto Rico, Mayaguez and the National Center for Supercomputing Applications at the University of Illinois to identify and support a campus representative(s) who will become the local source of knowledge about eXtreme digital services to empower researchers and educators to advance scientific discovery.

This document establishes the University of Puerto Rico, Mayaguez as a member of the XSEDE Campus Champions program.

Term

The term of this agreement is for one calendar year (starting the date of the last signature), and is renewable for one year on an annual basis. Each renovation will be made by written amendment.

Campus Champions Program Overview

The objectives of this program are to:

- Provide campus representatives (XSEDE Campus Champions) with the requisite knowledge to train and support campus users on cyberinfrastructure (CI) and XSEDE resources and services;
- Provide Campus Champions with software tools, advice and support that they can, in turn, provide to local users to assist the users in connecting to and using XSEDE resources;
- Provide Campus Champions with the tools to help local users quickly get started using XSEDE;
- Provide Campus Champions with XSEDE contacts to help users overcome barriers or problems that preclude productive use of the XSEDE facilities;
- Raise awareness among campus users to foster increased and effective use of CI and XSEDE resources and services;
- Empower XSEDE Campus Champions to be an ombudsperson to convey the needs, requirements, challenges and successes among campus users within XSEDE;
- Evaluate the effectiveness of the Program in meeting these stated objectives;
- Increase the base of XSEDE users on the campuses of the Campus Champions.

XSEDE Responsibilities

XSEDE will work with the University of Puerto Rico, Mayaguez to:

- Provide regular correspondence on new resources, services, and offerings to Campus Champions;
- Enable participation in User Services teleconferences;
- Provide a forum for sharing information among all Campus Champions and XSEDE personnel;
- Provide visits to the University of Puerto Rico, Mayaguez by XSEDE personnel;
- Provide training for Campus Champions via the annual XSEDE conference, through meetings of the representatives, and by use of on-line collaboration spaces (wiki, email, etc.);
- Award a start-up development allocation of time on XSEDE computing systems to enable the campus champion to get local users started quickly on XSEDE resources;
- Record success stories on impact of XSEDE on research and education.
- Maintain a web page that promotes the Campus Champions program and lists all member institutions and their representatives, including University of Puerto Rico, Mayaguez and its Campus Champion's representatives.
- Provide usage data statistics for Campus Champions via the XSEDE usage database. Champions should access only that data relevant to their institution and their local users and treat all data confidentially.
- Allow Campus Champions who have applied to be considered for the Campus Champion Fellow Program.

Campus Champion Responsibilities

The University of Puerto Rico, Mayaguez's Campus Champions will work with XSEDE to:

- Provide information on XSEDE and CI resources to researchers and educators at the University of Puerto Rico, Mayaguez;
- Assist University of Puerto Rico, Mayaguez users to quickly get start-up allocations of computing time on XSEDE systems;
- Be an ombudsperson, on behalf of the University of Puerto Rico, Mayaguez users of XSEDE, to capture information on problems and challenges that need to be addressed by XSEDE;
- Host awareness sessions for University of Puerto Rico, Mayaguez researchers, educators, students, and administrators about XSEDE resources and services;
- Host training workshops at the University of Puerto Rico, Mayaguez about the use of XSEDE resources and services;
- Provide local users with contacts within XSEDE for quick problem resolution;
- Participate in XSEDE information sharing sessions; and
- Attend the annual XSEDE Conference. (Attendance at the annual Super Computing conference (SCxy) is desirable but not mandatory.)

Membership Fees

There is no membership fee to participate in the program. Each campus, by signing this memorandum of understanding, states their mutual understanding of the roles and responsibilities expected for participants.

Registration fees at the annual XSEDE conference will be waived for Campus Champions.

Travel costs for meetings and events are the responsibility of the Campus Champion's home institution (This meeting and events are desirable not mandatory and will depend on the campus budget).

Support Process

All incident reporting and inquiries may be sent via email to help@xsede.org. The XSEDE staff will provide a timely response, normally within one business day. The Campus Champions will be provided with phone numbers of relevant XSEDE staff to address urgent requests for assistance.

Questions regarding the Campus Champion Program may be directed to champion-info@xsede.org.

Annual Review

This agreement will be reviewed annually by XSEDE staff, the Campus Champions, and the signatories of this MOU. Prior to the annual review, modifications to the memorandum of understanding may be made only if they are mutually agreeable to both parties. Any modifications will be included in a written amendment to this agreement, signed by both parties.

Termination Clause

Either party may terminate this agreement by providing written notification to the other party thirty (30) days in advance of termination. In the event of termination, all accounts issued through this program will be terminated, and the campus will be removed from the list of Campus Champions on the web site.

MOU Contact Information

Campus Champion
Professor Ana C. Gonzalez
Professor
University of Puerto Rico, Mayaguez
787-265-3848
anacarmen.gonzalez@upr.edu

Kay Hunt
Project Director
Campus Champions
Purdue University
765-496-8290
kay@purdue.edu

Review and Approval



Professor Lucas Aviles Rodriguez
Deputy Chancellor
Mayaguez, University of Puerto Rico
Who is of legal age, Married, and Resident of Lajas Puerto, Rico

Scott Lathrop
Director of Education and Outreach
Shodor
Who is of legal age, Married, and Resident of Illinois, USA

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