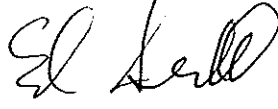




*Campus Correspondence*

**To:** All CCT  
**From:** Edward Seidel, Director   
**Date:** 21 March 2007  
**Subject:** CCTPS-20 Faculty, Staff, and Student Computing Resource Allocation Policy

In order to efficiently plan and budget for current and future computing resource needs for CCT faculty, staff, and students, the CCT Computing Resource Allocation Policy has been created to establish guidelines for strategic allocation of CCT computing resources.

**CCTPS-20 Terms**

***Faculty***

- Faculty can request laptops/desktops/workstations from their startup or other funding sources at their arrival or anytime after that. They are advised to check with the IT support team and make sure that requested equipment is in accordance with the CCT preferred equipment (Macintosh or Linux machines), although other equipment may be purchased as needed.
- Support of non-standard equipment is primarily the responsibility of the buyer and his/her research group.
- There is no dollar limit for machines that faculty request unless for a group project or a limitation made by the funding source.
- CCT Operations will handle generic laptop/desktop upgrades, and the life-cycle upgrade policy for such equipment is currently set for once every three years.

***Staff***

- Staff can request equipment at their initial arrival as stated in the offer letter. If none is stated, they can request a laptop or a desktop under an amount of \$3000. This has to be in accordance with the CCT preferred equipment.
- Exceptions outside the CCT preferred equipment (Macintosh or Linux machines) could be made with appropriate justification of the purpose.
- CCT Operations will cover the budget for this equipment.
- Any additional equipment over \$3000 and any other equipment during their term at CCT have to be routed for approval through the immediate supervisor and/or focus area lead/director. Such requests must be charged to the focus area budget or an appropriate budget code stated by the supervisor or focus area lead/director.

- CCT operations will handle laptop/desktop upgrades bought on operations budget only, and the life-cycle upgrade policy for such equipment is currently set for once every three years.

#### *Students*

- Supervisors can request laptops/desktops for students, and requests have to be routed for approval through the focus area lead or director.
- Any available equipment as a result of upgrades and other previous possessions will be used for this purpose. If no equipment is available funds from appropriate focus area computing budgets will be used to provide such equipment required.
- Equipment for students working on grant projects should be charged to the equipment line item on the grant. If there is no such funding available, focus area leads are responsible for identifying an approved source of funds for the purchase.

#### *Desktops/Workstations*

- Any special desktop/workstation needs for a project have to be routed for approval through the focus area lead or area director and will be charged to the appropriate grant project budget or area/department budget.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT director.