

## **Viterbi Research Network (ViterbiNet) Policies for FY 2005-2006 August 12, 2005**

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### **1.0 Equipment Definition**

#### **1.1 General Equipment**

All computer and peripheral equipment of general value to ViterbiNet faculty, staff and student users that is connected to ViterbiNet is considered *general equipment*, and is operated and maintained according to the policy defined in sections 2.0-4.0 and 7.0. These items of equipment are shared by users, and there are usually several identical or similar units of each item. Examples of such systems are: Macs, PCs, Suns, servers, printers, and displays.

#### **1.2 Special Equipment**

Any other equipment of a specialized or one-of-kind nature, or equipment dedicated to a particular research project and not generally available to ViterbiNet users is considered *special equipment* and is not maintained by ViterbiNet. The current list of such equipment includes: special displays, image acquisition, haptic and audio devices for laboratory use. This list is revised from time to time.

### **2.0 What ViterbiNet Provides**

#### **2.1 Network and Computer Services**

ViterbiNet provides network services, backups, server hosting, software maintenance and flexible network connections for *general equipment* that is part of the pool described in section 1.1 according to the policy described in section 3.0 and section 7.0.

##### **What You Get**

- Connection to 512 ports of 100 Mb and Gigabit Ethernet
- Gigabit Ethernet direct access to Internet2
- Indefinite e-mail retention (up to the system storage limit)
- Backups of Macs, PCs, Suns, servers of faculty, staff and students as requested
- Server operation
- Software installation and maintenance of some packages
- Consulting, update installation, repair help
- Flexibility for research in moving machines, new installations (no charge for new lines or moving existing lines; response time in hours instead of weeks with ISD)
- Power conditioning hardware for hosted systems
- FAQs, documents and help on the web site

An alternate supplier of some of these services is the USC Information Systems Division (ISD).

### **What You Get From ISD and Its Cost**

Each 100 Mb Ethernet port is \$24.00 per month per machine = \$288.00 per year per machine, server, printer or other device (if it is available at all in your location)

Installing a new 100 Mb line is \$275.00, moving an existing line is \$75.00

No backups

No server operation

No software

No maintenance

Significant charges and delay for connecting any machine in a new location or installing any new ports

Minimal help and lots of hassle

## **3.0 What ViterbiNet Does Not Provide**

### **3.1 Printing**

ViterbiNet does not provide maintenance, repair, toner or paper for individual research printers connected to the network that are located in faculty, staff and students offices or labs. You are responsible for these costs yourself. The costs of operating printers located in common areas such as office suites are charged to the academic department or administrative funds of the unit where they are located.

### **3.2 Capital Equipment Purchase**

There is no capital acquisition money in the ViterbiNet budget to pay for equipment purchase. If you want a particular item of equipment such as a computer, display or disk for priority use by you, your staff or students, you must obtain the funds yourself from a contract, grant or other source.

If you want to buy *any* computer-related equipment, software, printers, or anything that may need to interface with ViterbiNet or need software maintenance by ViterbiNet, you must contact either A.A. Sawchuk and A.G. Weber *first*. Only in this way we can make sure that the equipment is compatible with the network connections and building power, and that we can operate and maintain it efficiently. Otherwise, your equipment will be considered *special equipment* and you are responsible for it yourself.

Ask us *in advance* if you have the *slightest doubt* about whether or not a particular purchase is a computer-related item or is something that can connect to the network.

## **4.0 ViterbiNet Operation Costs**

The ViterbiNet annual budget includes expenses for: hardware; software; license fees paid to the USC Information Services Division (ISD) and to outside vendors; repair and small parts needed for network hardware and software maintenance; the costs of manuals and documentation; and a proportional share of the salaries and wages of the personnel who perform these functions. Our goal is to operate ViterbiNet as efficiently as possible, taking advantage of the economy of scale

so that costs are shared among all users. The intent of ViterbiNet support payments described in the next section is to recover fairly and accurately the costs of operation from all users.

## 5.0 Financial Support and Billing

1. Projects that use ViterbiNet pay *monthly* for this use at an established *support rate* which is a percentage of the sum of salaries, wages, fringe benefits, materials and supplies expenditures (travel, equipment, tuition remission and overhead is excluded) *actually expended for that month* on *one or more of the research project supporting accounts regardless of source* (government, industry, gift, USC, etc.). The support rate applies to all VSOE research activities using ViterbiNet, and applies whether or not the money actually flows through SIPI, IMSC, EE-Systems, CS, CiSOFT, PWICE or other center, department or institute. No charge is applied to accounts existing solely for academic purposes such as scholarships, student support, etc.
2. All future research proposals from ViterbiNet users that make use of its facilities must contain a budget item for financial support calculated as described in item 1. above. This support generally appears as a line item in the materials and supplies categories of proposal budgets. Gloria Halfacre (MC 2564, X04145) will supply the details of how to list ViterbiNet support.
3. If a research project or proposal involves multiple principal investigators, some of whom are not ViterbiNet users, the budgeted support is pro-rated to reflect actual use of ViterbiNet.
4. The *support rate* is set annually and adjusted as often as necessary to recover fully the expenses associated with ViterbiNet operation.
5. ViterbiNet charges are computed *for each research project supporting account* at the end of each month by calculating the *actual total expenditures* for that month and applying the support rate. The total charges for that month are then immediately due and payable, and are itemized on an invoice for each account. Payment may be made by completion of a requisition for each invoice at the end of each month, or billing can be made against an open blanket requisition for each account. Principal investigators of each contract and grant must make provision for these monthly charges in their budget planning for each account. Gloria Halfacre (MC 2564, X04145) is the contact person for billing.

If monthly charges due to expenditures *on any account cannot be paid from that account* for any reason, the principal investigator of that account must make arrangements to pay the charges from another account.

Using this monthly billing method ensures that payments are made as *percentage of the actual monthly spending* for each account. If a contract time extension is made or additional funds are added to a given account, the monthly billing correctly accounts for the actual usage.

## **6.0 ViterbiNet Support Rate**

The total expenditure budget for FY 2005-2006 for ViterbiNet is approximately \$140.2K. The projected total income budget equals the expenditure budget.

Our best estimate is that the total expenditures of salaries, wages, fringe benefits, materials and supplies for ViterbiNet for FY 2005-2006 will be approximately \$2.33M. Dividing the expenditure budget by the projected research expenditures produces the FY 2005-2006 *ViterbiNet support rate* of 6%.

## **7.0 ViterbiNet Operation, Maintenance and Security Policies and Rules**

1. A set of user policies and rules for general equipment is available on the web and applies to all users. We will remove any user who violates these rules.
2. The ViterbiNet Committee meets as required to provide direction, to establish policies and procedures, and ensure efficient and responsive management of the system.