

## CGD Office Computing Fund Guidelines

CGD has implemented a general computer fund to better address the work-related needs for desktop computing in the laboratory. CGD staff should have at least one system that is appropriately outfitted for their research needs. These system will be updated as technology improves. The goal is to implement a four year rotation schedule so that approximately  $\frac{1}{4}$  of the laboratory is updated each year. The rotation will be developed by CGD/ISG based on purchase dates of systems currently in use by members of the laboratory and available funds. This is meant to supplement grant funds for equipment purchased, not replace them. The fund is jointly managed by CGD/ISG and the division administrator.

### Guidelines

- One system will be provided per staff member -as needed – with hardware replaced as necessary (i.e., a monitor will not be replaced if it is still functional). The system can be desktop or laptop, MS-Windows or Apple Mac. Prior approval of ISG is required. CGD/ISG can provide assistance with pricing appropriate systems.
- Each year, CGD/ISG will determine a dollar amount that will provide a reasonable system. Any cost above the amount determined will not be covered the CGD Office Computing Fund.
- ISG will continue to pay for security related software, such as operating system updates, anti-virus software, and backup software.
- Additional software will not be covered by the CGD Office Computing Fund.
- Computer equipment for ASP postdocs will continue to be funded through the ASP program.
- Per policy, equipment purchased by UCAR/NCAR is to be used for the express purpose of work. (<https://www2.fin.ucar.edu/policies/3-6-access-and-use-computer-and-information-systems> )
- Non-warranty repairs (i.e., spilled coffee, dropping, etc.) will not be covered by this fund.
- Grant money will be used first in the refurbishment cycle.

The following points are not necessarily part of the CGD Office Computing Fund Guidelines but may influence decisions when purchasing/requesting equipment.

- CGD/ISG maintains a small pool of loaner laptops that are available for short term loan (two weeks max) to members of the laboratory (note that visitors are excluded). The loaner equipment is available for travel, conferences, etc., on a first come, first serve basis.  
Reservations: <https://www.cgd.ucar.edu/systems/laptop/bin/laptop.cgi>
- CGD/ISG also maintains a pool of desktop Linux systems for long term loan within the building. This same pool of Linux systems is also used to support visitors. System availability for visitors is on a first come, first serve basis with the additional caveat that staff have higher priority. These systems cannot be reserved in advance.
- The number of systems that CGD/ISG is able to support is two per staff member.