

CRC-P3: Open Science Research Computing and Data Environment Usage Policy

Adopted on: November 5, 2024

Purpose: This policy outlines the framework governing usage of the open science research computing and data environment, focusing on access, account lifespan, and the preservation of research data. The goal is to equip researchers with the necessary tools to plan their research lifecycle in accordance with the University's Research Data Management policies.

Scope: This policy applies to all researchers, departments, and industry collaborators who use the open science research computing and data environment at the University of Pittsburgh. The HIPAA research computing and data environment is governed by a separate usage policy, **CRC-P4**.

Definitions:

- **Open science research computing and data environment:** Computing hardware and supporting software that are provisioned to operate on Public Data as defined by the University's Data Classification Matrix.¹
- **Data:** Digital objects, irrespective of format, stored on CRC storage devices
- **Data Retention Period:** The duration for which data is maintained and made accessible, in conformity to the University Research Data Management policy.²
- **Active Storage:** Storage that was designed with performance characteristics suitable for computation on.
- **Archival Storage:** Storage suitable for long-term retention of data to comply with requirements dictated by funders, sponsors, publishers, contractual agreements, compliance or regulatory bodies, or other University policies.
- **PI role:** The Principal Investigator role can be assumed by all active Pitt faculty, instructors, Emeritus faculty or center directors.

Standard Policy Governing Access: All active Pitt faculty, instructors, Emeritus faculty or center directors can request access to the CRC open science research computing and data environment. Requests at this level define the group account. The Principal Investigator (PI) of the group or an appointed delegate can request the addition of user accounts under their group resource allocation. Data stored within the group account are under the stewardship of the PI or an appointed delegate, giving them authority to deny or grant access and to retain or purge data.

External collaborators can gain access to CRC resources through the Pitt Sponsored Account framework. In this framework, the external collaborator is considered a member of the sponsoring PI's group. Additionally, the data stewardship role of the PI extends to sponsored accounts within the group.

Detailed Policy for Different Group Account Categories:

- **Instructional Account:** Account type covering instructional activities related to classes, workshops, tutorials, or the like.



- **Lifespan:** Relevant academic term + 1 year. Academic terms include Fall, Spring, and Summer.
- **Data Retention Period:** Same as active duration, after which the data will be migrated to Archival Storage and maintained for 1 year.
- **Research Group Accounts:** Account type covering research activities under the direction of an individual PI. The PI or an appointed delegate can request the creation of user accounts under this group account.
 - **Lifespan:** While PI remains employed at Pitt + 1 year. An individual user account within this group account will remain active if they are affiliated with Pitt + 1 year.
 - **Data Retention Period:** Project data will remain in Active Storage if storage subscription is current. Data will be archived to long-term Archival Storage and retained for 7 years if Active Storage subscription had lapsed for 6 months. PI is responsible for all egress and support fees should they wish to recover data from Archival Storage.
- **Collaborative Project Accounts:** Account type covering activities in support of collaborative research involving multiple PIs. Each collaborative project will designate a lead PI.
 - **Lifespan:** While lead PI remains employed at Pitt + 1 year. An individual user account within this collaborative project account will remain active if they are affiliated with Pitt + 1 year.
 - **Data Retention Period:** Project data will remain in Active Storage if storage subscription is current. Data will be archived to long-term Archival Storage and retained for 7 years if Active Storage subscription had lapsed for 6 months. The lead PI is responsible for all egress and support fees should they wish to recover data from Archival Storage.

Contact Information: If you have questions about the above policy governing the open science research computing and data environment, please contact the Center for Research Computing by emailing crchd@pitt.edu.

1. <https://www.technology.pitt.edu/security/data-risk-classification-and-compliance>
2. <https://www.policy.pitt.edu/ri-14-research-data-management>