

Appendix A – Simplified Storage Request Form

Requesting Research Storage Support (Brief)

The following is an application form for submitting a research data collection for consideration for storage on a Node(s). The information gathered in this form is used to determine what support can be provided for data to be held at the Node(s).

If you are requesting a substantial amount of storage someone may contact you to gather additional information and work out the best solution for you.

By submitting this application, you verify that the Node(s) has the right to share the information contained in this form with any people, institutions or systems involved in processing this application, and that the Node(s) may retain this application.

This application is divided into five sections:

- Section 1: Contact details
- Section 2: Collection Details
- Section 3: Research Significance of the Collection
- Section 4: Storage Requirements
- Section 5: Declarations

Section 1: Contact Details

Data Custodian

The Data custodian is Custodian/Steward of the collection, and is responsible for submitting this application, as well as the day-to-day management of the collection. This role will be the primary contact for administrative purposes.

Title	
Given Name	
Family Name	
Email	
Telephone	
Role	
Organisation	
State	

Authority

Please assert that you have verified that you have the authority to choose where this collection will be hosted, understand the re-use conditions, and that you commit to supporting the collection.

Yes/No

Storage Requestor

The Storage Requestor is the primary contact for this application and may be required to work with the Node(s) to obtain necessary information associated with it. The Storage Requestor may be the Data Custodian.

Title
Given Name
Family Name
Email
Telephone
Role
Organisation
State

Technical Contact

The Technical Contact may be required to work with the Node(s) on technical issues related to this application and its implementation. The Technical Contact may be the Data Custodian or the storage requestor.

Title
Given Name
Family Name
Email
Telephone
Role
Organisation
State

Section 2: Collection Details

Title and Description

The collection title should be as descriptive as possible so that it is meaningful to researchers from other disciplines and into the future.

Collection Title

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The collection description will be used to assist discovery of your research data, and should be similar to a journal article abstract. Write the description for a reader who has general familiarity with the research area but is not a specialist. Do not use specialist acronyms or jargon. Include important keywords within the text.

Collection Description

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Research Domain

List the [Fields of Research \(FOR\) codes](#) associated with this collection—ideally at the four or six-digit level, to help with classification.

FOR Code(s)

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Completeness

Select the best descriptor for the current state of anticipated growth of the collection from the following list. Complete the date if required.

- Completeness of the collection
- ☐ The collection is complete. No substantial changes to the collection are anticipated.
 - ☐ The collection is currently growing and is expected to be complete by *MONTH YEAR*.
 - ☐ The collection will be growing for the foreseeable future.

Level of Access

	Applies	Future Date and/or Details
Will the data be available for third party research use?	Yes/No	DD/MM/YYYY <i>Details</i>

Methodological Metadata

Please indicate the format and location of methodological metadata associated with this collection. "Methodological" refers to the details that would enable others to understand and use the data, such as how the data was generated, for example, instrument settings, reagents used, temperature etc...

Will the data include information (metadata) necessary for someone to understand it?

Yes/No

Support

Indicate if there will be support provided to researchers using the collection that are not directly involved in its generation and management.

Will there be support or tools provided to third party researchers seeking to use the data?

Yes/No

Section 3: Research Significance of the collection

Description of the Collection Significance

In 300 words or less, describe how this data collection is of national significance or valuable as an input to future research. Include, briefly, the most relevant factors such as uniqueness, use as a resource, quality, scope, completeness, possibility to recreate, etc ...

Origin of the data

Identify which of the following describes the nature of the data in the collection, if any:

Observational data that is collected, curated and made available for general researcher use

Yes/No

Generated data that is developed as an information product to underpin the research of third party researchers

Yes/No

Aggregated data that is assembled by individuals or research communities in order to make research questions more addressable

Yes/No

A mirror of international collections that are held locally, for purposes of improved performance and reduced cost

Yes/No

Section 4: Storage requirements

Distribution of data

Identify if this collection or a part of this collection will be hosted at another RDSI node. If yes, describe the purpose of hosting the data at multiple locations, and provide justification for this.

Please note that only one application may be submitted.

Select which other locations where part of this collection may be stored

<Drop down list>

Purpose and justification of distribution

Data Storage Requirements

Identify the storage volume for your collection in gigabytes or terabytes.

Current size of data

__ GB/TB

Expected total size

__ GB; OR

☐ Ongoing growth: __ GB every 3 months

Section 5: Declarations

The terms and conditions associated with these storage services are published at <http://<TBA>>.

I understand the terms and conditions must be accepted prior to the use of storage services*

Yes/No

To the best of my knowledge this collection, nor a significantly similar collection, is not under consideration by any RDSI node as part of the ReDS programme

Yes/No

** The intent of this question is to avoid paralysis of legal uncertainty – i.e. they submit knowing there are T&Cs and have time to consider them while the application is being processed. They can't use the storage until the T&Cs are accepted.*

Appendix B – Complete Storage Request Form

(This form layout is based on the current VICNode Merit Allocation Request Form)

Requesting Research Storage Support (Full)

The following is an application form for submitting a research data collection for consideration for storage on a Node(s). The information gathered in this form is used to determine what support can be provided for data to be held at the Node(s).

This is an extension of the Requesting Research Storage Support (Brief) form.

Node(s) may share the information contained in this form with any people, institutions or systems involved in processing this application, and that a Node(s) may retain this application.

This application is divided into five sections:

- Section 1: Contact details
- Section 2: Collection Details
- Section 3: Research Data Merit Support
- Section 4: Storage Requirements
- Section 5: Declarations

Section 1: Contact Details

Data Custodian

The Data custodian is Custodian/Steward of the collection, and is responsible for submitting this application, as well as the day-to-day management of the collection. This role will be the primary contact for administrative purposes.

Title	
Given Name	
Family Name	
Email	
Telephone	
Role	
Organisation	
State	

Authority

Please assert that you have verified that you have the authority to choose where this collection will be hosted, understand the re-use conditions, and that you commit to supporting the collection.

Yes/No

Storage Requestor

The Storage Requestor is the primary contact for this application and may be required to work with the Node(s) to obtain necessary information associated with it. The Storage Requestor may be the Data Custodian.

Title	
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Given Name
Family Name
Email
Telephone
Role
Organisation
State

Technical contact

The Technical Contact may be required to work with the Node(s) on technical issues related to this application and its implementation. The Technical Contact may be the Data Custodian.

Title
Given Name
Family Name
Email
Telephone
Role
Organisation
State

Section 2: Collection Details

This information is necessary to properly administer storage processes systems and protect your data.

Title and Description

The collection title should be as descriptive as possible so that it is meaningful to researchers from other disciplines and into the future.

Collection Title

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The collection description will be used to assist discovery of your research data, and should be similar to a journal article abstract. Write the description for a reader who has general familiarity with the research area but is not a specialist. Do not use specialist acronyms or jargon. Include important keywords within the text.

Collection Description

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Research Domain

List the [Fields of Research \(FOR\) codes](#) associated with this collection.

FOR Code(s)

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Completeness of the Collection

Select the best descriptor for the current state of anticipated growth of the collection from the following list. Complete the date if required.

- Completeness of the collection
- ☐ The collection is complete. No substantial changes to the collection are anticipated.
 - ☐ The collection is currently growing and is expected to be complete by *MONTH YEAR*.
 - ☐ The collection will be growing for the foreseeable future.

Related Collections

Please list other data (or collections) this data is associated with. For each item indicate if it is a collection, or a sub collection element, or other type of relationship.

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Level of Access

Select which access restrictions will be placed on this collection.

No access—Collection cannot be shared or released under any circumstances due to ethical constraints

Yes/No

Unrestricted access—Collection can be made freely available to all users

Yes/No

Restricted access— Collection can be made available to selected users

Yes/No

Examples include:

Publisher embargo

Yes/No

Detail

DD/MM/YYYY

Privacy restrictions

Yes/No

Detail

Ethics clearance conditions

Yes/No

Detail

Copyright/IP Issues

Yes/No

Detail

Commercial sensitivity

Yes/No

Detail

No encumbrances on this data

Yes/No

Detail

Licence for Use

The [Australian Government's Open Access and Licencing Framework \(AusGOAL\)](#) provides useful information about copyright and the [Licence Chooser](#) tool to identify an appropriate licence for the re-use of this collection.

Please identify any licences that cover the re-use of this collection.

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Methodological (Re-use) Metadata

Please indicate the format and location of re-use metadata associated with this collection. "Re-use" refers to the details that would enable others to use the data, such as how the data was generated, for example, instrument settings, reagents used and temperature.

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Support (Optional)

Describe any support that will be provided to researchers using the collection that are not directly involved in its generation and management. Note that a Node(s) support will be limited to technical issues with the Node(s) common interface.

Citations

How should this collection be cited when used by the research community?

The [Australian Code for the Responsible Conduct of Research](#) includes a requirement that researchers cite other relevant work appropriately and accurately. You can assist this to occur by specifying the manner in which the research data should be cited. The citation should include a [Digital Object Identifier \(DOI\)](#) or similar persistent identifier.

Section 3: Research Significance of the collection

This information assists with determining eligibility for support of storage costs.

Description of significance and or merit

In 300 words or less, describe how this data collection is of national significance or valuable as an input to future research. Include, briefly, the most relevant factors such as uniqueness, use as a resource, quality, scope, completeness, possibility to recreate, etc ... national or international reference collection, or etc... Indications as to the significance of the research can be provided through the provision of associated funding grant information and relevant publications. Please indicate if your collection has been peer reviewed.

Origin of the data

Identify which of the following describes the nature of the data in the collection, if any:

Observational data that is collected, curated and made available for general researcher use	Yes/No
Generated data that is developed as an information product to underpin the research of third party researchers	Yes/No
Aggregated data that is assembled by individuals or research communities in order to make research questions more addressable	Yes/No
A mirror of international collections that are held locally, for purposes of improved performance and reduced cost	Yes/No

Institutional Support

Identify institutions, research organisations or agencies which have indicated ongoing commitment to the use of this data.

Data Intent and Source

Identify which of the following describes the nature of the data in the collection, if any:

of importance as an input to future research

Yes/No

relevant to research questions of interest to a variety of researchers

Yes/No

accessible, for the purposes of research, subject to appropriate access rules

Yes/No

discoverable through registration in discipline/domain registries, or generic registries such as Research Data Australia

Yes/No

an input to research supported by at least one participant organisation in the node

Yes/No

Section 4: Technical details

This information aids the design and configuration of the storage and access systems.

Distribution of Data

Identify if this collection or a part of this collection will be hosted at another RDSI node. If yes, describe the purpose of hosting the data at multiple locations, and provide appropriate justification.

Please note that only one application may be submitted.

Select which other locations where part of this collection may be stored

<Drop down list>

Purpose, and justification of distribution

Data Storage Requirements

Identify the storage volume for your collection in gigabytes or terabytes, and the preferred storage type.

	<u>Storage Types*</u>		
	<u>Market</u>	<u>Vault</u>	<u>Preservation</u>
Current size of data	GB/TB	GB/TB	GB/TB
Expected total size	GB/TB	GB/TB	GB/TB

* Definitions can be provided either through links, or via an online system such as ARMS.

Duration

Indicate the expected period this data will be stored

- For the duration of the current project
- For the minimum period required by ethical or legal standards
- For the foreseeable future

Indicate the year

DD/MM/YYYY

Data Format

Identify the format(s) of the data to be stored at the Node(s):

-
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Data Loss Management

Will the Node(s) be hosting the only copy of the collection?

Yes/No

If yes, how easily can the data be regenerated?
(Delete the options that do not apply.)

- Fully replaceable
- Replaceable by equivalent data
- Irreplaceable
- Uncertain

What would be the impact and/or cost incurred if data is lost?

Data Migration

What medium is currently used to store the data?

Is assistance required to migrate the data to this node?

Yes/No

Ingest Milestones

Indicate either:

1. If the collection is complete and ready to be ingested now, OR
2. If the collection is growing, what the ingest milestone dates.

Note: All ingestion activities under the ReDS programme must be completed by 31 December 2014.

Complete and ready for ingest now	<u>Storage Types</u>		
	<u>Market</u>	<u>Vault</u>	<u>Preservation</u>
	Yes/No	Yes/No	Yes/No
	OR	OR	OR
25% ingest milestone	Month and Year	Month and Year	Month and Year
50% ingest milestone	Month and Year	Month and Year	Month and Year
75% ingest milestone	Month and Year	Month and Year	Month and Year
100% ingest milestone	Month and Year	Month and Year	Month and Year

Data Management (optional)

Please attach the data management plan associated with this data.

Interfaces and Tools

Will end-users be accessing the collection through the standard storage interfaces?

Yes/No

Will end-users be accessing the collection through an interface other than the standard storage interfaces?

Yes/No

If another interface will be used than the standard interface, please specify what it will be:

If there are tools or software packages that will be used to access data, please specify them:

Geographic Distribution of Access

Who is the target audience* for the collection?

Indicate the expected distribution of researcher who will directly access the data:

- Researchers will be within an institutional campus
- Researchers will be within this State
- Researchers will access from across Australia
- Researchers will access data within Australia and from international locations
- There will be no direct access for researchers
- Tools will be operate within the node
- Tools will operate from sites within the State
- Tools will operate from sites across Australia
- Tools will operate within Australia and at international locations
- No tools will directly access the data

Indicate the expected distribution of tools who will directly access the data:

* Brief testimonials supporting this application can be attached to the email submission.

Related Infrastructure Requirements

Indicate if the storage needs to be coupled with other services it should be coupled.

- HPC Edward
- HPC MSG
- MASSIVE
- NeCTAR NSP
- NeCTAR Research Cloud
- VeRA (Monash University)
- VLSCI
- Other, please specify:

Options to be updated

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Other Technical Factors

Identify other technical factors that need consideration when planning and managing storage for this data.

5. Declaration

This information is a requisite for use of any storage services.

To the best of my knowledge this collection, nor a significantly similar collection, is not under consideration by any RDSI node as part of the ReDS programme.

Yes/No

Please assert that you have read and agree to the terms and conditions of the End User License Agreement for the use of these storage services.

Yes/No