

Outline process for requesting CEMAC support on grant proposals

CEMAC aims to provide key support for scientific computing, data analysis and visualisation within ICAS. Once fully established, it is expected that CEMAC will support research by hosting expertise in both scientific software development and technical model implementation & development (*software engineering / technical skills*) and in scientific application of numerical modelling and specialised software (*scientific domain expertise*), across a broad range of ICAS science.

In order for CEMAC to support the key research activities of ICAS, and to be responsive to new developments and challenges, it is important that ICAS PIs provide sufficient detail and advanced notice of activities requiring support, ahead of time. This document outlines the proposed new procedures for requesting CEMAC support on grant proposals. A separate document summarises examples of the types of activities that CEMAC hopes to be able to support, within the technical and scientific support domains.

The proposed process and timeline for requesting CEMAC support on proposed projects is:

1) At least 4-6 weeks prior to proposal deadline, PI submits initial request for support to: s.arnold@leeds.ac.uk. This should be a basic outline of the type of support needed and an idea of the proposed dates of the requested work.

2) Meeting is arranged for PI with Director of CEMAC or CEMAC Technical Head, as appropriate, to discuss details of requested support, availability of CEMAC resources, suitability of proposed work timeline, etc. New project and meeting are documented in OpenProject.

3) Information on agreed resource request is provided to PI (e.g. named CEMAC staff, staff time needed) to enable costing.

4) Internal approval of proposal costs: FRO will perform check with CEMAC Director that requested CEMAC resources have been discussed and agreed.

5) Proposal submission.

6) Decision from funding agency → project PI informs CEMAC Director whether application was successful or has been declined.

Questions regarding this process should be directed to Steve Arnold, s.arnold@leeds.ac.uk.