

# Supercomputer System Usage Policy

ICT Infrastructure and Services Cooperation Committee

## **Article 1 Objective**

This document sets forth the policy for the operation of the supercomputer system (“System” hereafter) maintained and operated by the RIKEN Information System Division (ISD), as provided for in Article 31, paragraph 2 of the RIKEN Organization Regulations, and the policies for selecting projects and operation methods for the System by ICT Infrastructure and Services Cooperation Committee (“Committee” hereafter), as provided for in Article 8, paragraph 1 of the Regulations for the Chief Information Officer (CIO) and the IT strategic planning committee.

## **Article 2 Purpose of the supercomputer system**

1. The purpose of the System is to contribute to scientific and technological research consistent with RIKEN’s mission.
2. Users must be fully aware of the purpose of the System and make every effort to carry out their research accordingly.

## **Article 3 User eligibility**

Individuals in any of the categories listed below are eligible to use the System.

- (1) RIKEN employees and full-time personnel in equivalent positions as those of RIKEN employees.
- (2) Non-fulltime RIKEN personnel and managerial personnel without formal employment status at RIKEN who are carrying out research in accordance with the System purpose given in Article 2.
- (3) RIKEN personnel, other than those of category (2) above, with non-fulltime, or non-formally-employed positions, whom the person responsible for hosting the personnel in question (a supervisor in a managerial position of Chief Scientist, Team Leader, Unit Leader or higher) has confirmed participation is necessary for carrying out research in accordance with the System purpose given in Article 2.
- (4) An individual, whose participation in a research and development project contracted to RIKEN comprehensively has been confirmed to be necessary, based on discussions held between the RIKEN supervisor promoting the project and the ISD Director.
- (5) An individual, other than one belonging to category (4) above, whom a RIKEN supervisor has confirmed is necessary for carrying out research for RIKEN. However, this person may not assume the role of project representative stipulated in Article 5 below.
- (6) An individual, other than those belonging to any of the five categories above, whom the ISD Director has confirmed is necessary for carrying out the work of Head office for Information Systems and Cybersecurity.

## **Article 4 System operation**

The ISD Director is responsible for carrying out System operation according to the

operational procedure (“Procedure” hereafter).

**Article 5 Applications for projects**

1. Individuals intending to use the System must appoint a project representative stipulated in the Procedure.
2. The project representative must submit a project application using the prescribed forms to the Committee or the ISD Director.
3. For some services, usage fees are set based on the Regulations for Information System Services Provided by the Head Office for Information Systems and Cybersecurity.
4. The services and usage fees that are subject to usage fees are defined in the Handling of Usage Fees for Information System Services Provided by the Head Office for Information Systems and Cybersecurity.
5. When using a service that is subject to a usage fee, a payment representative must be established in accordance with the Procedure.

**Article 6 Approval**

Upon receiving the application stipulated in Article 5 and finding that it is in order by the Committee or the ISD Director, then ISD will notify the project representative of the project ID and will issue user IDs to everyone involved in the project, including the project representative (“users” hereafter).

**Article 7 Validity of project ID**

The project ID in the preceding article shall have an expiration date, and the Procedure shall specify a specific expiration date.

**Article 8 Prohibition of diversion of user ID and project ID**

1. Users must securely manage their user IDs and related material (passwords, private keys (for SSH), electronic certificates etc.) and prevent their fraudulent use.
2. Users are not allowed to use their project IDs and user IDs for any purpose other than that stipulated in Article 2. Allowing any third party to use IDs is strictly forbidden.

**Article 9 User responsibility**

Users must observe the provisions of this policy and follow the Procedure when using the System.

**Article 10 Use of equipment and facilities**

In carrying out their research for the purpose stipulated in Article 2, System users may utilize equipment, facilities and other items of the ISD, except those whose use is limited by other rules and regulations.

**Article 11 Notification**

Whenever a change occurs in the content of the application stipulated in Article 5 (affiliation, position and contact) within the period of validity of the project ID or the user ID, the change must be reported promptly to the ISD Director.

**Article 12 Prohibited activities**

Users are prohibited from using the System in any of the following ways.

- (1) Any purpose other than that stipulated in Article 2.
- (2) Any projects other than those for which the user received approval, according to the provisions of Article 6.
- (3) Any use in violation of RIKEN's Regulations for Information Security, Standards for Information Security, and Implementation Procedure for Information Security Policy.

**Article 13 Cancellation of eligibility**

1. The ISD Director may order users to make improvements in their use of the System if the ISD Director decides there is danger of damaging the System.
2. When a user does not obey an order of the ISD Director as described in the preceding paragraph, or when any of the five cases listed below applies to the user, the ISD Director may cancel the user's System registration or forbid the user from using the System.
  - (1) When the user no longer meets the eligibility criteria given in Article 3.
  - (2) When it is discovered that the user has diverted a project or user ID to a third party in violation of Article 8, paragraph 2.
  - (3) When any of the items stipulated in Article 12 apply.
  - (4) When a user does not submit the reports, or fails to give the attributions, stipulated in Article 15.
  - (5) When cancellation of eligibility is requested by RIKEN.

**Article 14 Ownership of research results**

Ownership of results using the System obtained through a user's initiative will reside with the user.

**Article 15 Submission of reports**

1. The ISD Director may request that users submit reports on their results and procedures when using the System. When requested for reporting, users must submit a report to the ISD Director.
2. When users publish their research results in journals and the like, they must clearly state their RIKEN affiliations and use of the System in the publications.
3. In principle, reports are to be made public and may be used for ISD publicity.

**Article 16 Confidentiality**

1. Unless the user's consent is obtained, ISD will keep strictly confidential all research-related and technical information (codes, data, system logs identifying the user, and the like) that may be acquired in operating the System and will not use such information for any purpose other than operation of the System.
2. For use in public presentations and the like, ISD will be allowed to make use of user support data and operation data (data on system operation that is automatically generated) that has been processed to mask user identity.

**Article 17 Exclusion of liability**

ISD will strive to provide a stable environment for users, but will not guarantee that the System will continually operate without fault, error and data lost. ISD and ISD's affiliates will not be liable to users for any direct, indirect, incidental, special consequential or exemplary damages (including damages for loss of profits, goodwill use, or data).

**Article 18 Additional provisions**

In addition to this policy document, other materials necessary for the use and operation of the system will be provided separately by the ISD Director.

**Other notes**

1. These guidelines will go into effect on April 1, 2015.
2. These guidelines will go into effect on August 25, 2017  
Amendments: Article 1, Article 3(6), Article 4, Article 10, Article 15(3), Article 16, Article 17, Article 18
3. These guidelines will go into effect on April 1, 2018  
Amendments: Article 1, Article 3, Article 4, Article5(2), Article6, Article 10, Article 11, Article 13, Article 15, Article 16, Article 18
4. These guidelines will go into effect on October 19, 2020  
Amendments: Article 4, Article5, Article7, Article 9, Article 12