Data Science Infrastructure System Usage Policy

ICT Infrastructure and Services Cooperation Committee

Article 1   Objective

This document sets forth the policy for the operation of the Data Science Infrastructure 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 and the main purpose is to store, publish, and analysis data related to research.
2. Users must be fully aware of the purpose of the System and make every effort to carry out their research accordingly.

Article 3   How to use and project application

1. The system shall provide tenant environment to users, and users shall build and use the tenants.
2. Individuals intending to use the System must appoint a payment representative stipulated in the operational procedure ("Procedure" hereafter) set up by the Committee.
3. The payment representative must submit a project application using the prescribed forms to the Committee or the ISD Director.

Article 4   User eligibility

Users shall be divided into two groups: project members who apply for projects and build tenants and VM users who use the computational resources in the tenant.

1. The system shall provide tenant environment to users, and users shall build and use the tenants.
   (1) Individuals with Institute status.
   (2) An individual whom a payment representative has confirmed is necessary for carrying out research for RIKEN.
   (3) An individual whom the ISD Director has confirmed is necessary for carrying out the work of Head office for Information Systems and Cybersecurity.
2. Eligibility for use of VM users is deemed necessary to carry out the project by the payment representative and is the responsibility of the payment representative.

Article 5   System operation
The ISD Director is responsible for carrying out System operation according to the Procedure.

Article 6   Usage fees
1. For services, usage fees are set based on the Regulations for Information System Services Provided by the Head Office for Information Systems and Cybersecurity.
2. 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.

Article 7   Approval
Upon receiving the application stipulated in Article 3 and finding that it is in order by the ISD Director, then ISD will notify the payment representative of the project ID.

Article 8   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 9   Tenant management
1. The payment representative shall ensure the security of the tenant and prevent unauthorized use of the property.
2. The payment representative shall strive to prevent any unintended or unauthorized use of the project members and VM users.

Article 10   User responsibility
Users must observe the provisions of this policy and follow the Procedure when using the System.

Article 11   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 12   Notification
Whenever a change occurs in the content of the project members (affiliation and contact) within the period of validity of the project ID, the change must be reported promptly to the ISD Director.

Article 13   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 14   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 4.
   (2) When the tenant management is adequate under Article 8.
   (3) When any of the items stipulated in Article 12 apply.
   (4) When cancellation of eligibility is requested by RIKEN.

Article 15   Ownership of research results
Ownership of results using the System obtained through a user's initiative will reside with the user.

Article 16   Submission of reports
1. When users publish their research results in journals and the like in which the use of the System is significant, they shall clearly state their RIKEN affiliations and use of the System in the publications.

Article 17   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 18   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 19   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 October 19, 2020.