

CGD Office Computing Fund Guidelines

CGD is implementing a general computer fund to better address the work-related needs for desktop computing in the division. The fund is jointly managed by ISG and the division administrator. CGD staff should have at least one system that is appropriately outfitted for their research needs. These systems will be updated as technology improves. Our goal is to implement a four year rotation schedule so that approximately ¼ of the division will be updated each year. The rotation will be developed by ISG based on purchase dates of systems currently in use by members of the division and available funds.

Guidelines:

- One system will be provided per staff member – as needed – with hardware replaced as necessary (i.e., a monitor will not be replaced if it still functional). The system can be desktop or laptop, MS-Windows or Apple Mac. Prior approval of ISG is required.
- Each year, ISG will determine a dollar amount that will provide for a reasonable system. Any cost above the amount determined will not be covered by the CGD Office Computing Fund.
- ISG will continue to pay for security related software, such as operating system updates, anti-virus software and backup software. Additional software will not be covered by the CGD Office Computing Fund.
- Computer equipment for ASP postdocs will continue to be funded through the ASP program.
- Per policy, equipment purchased by UCAR/NCAR is to be used for the express purpose of work. (<https://www2.fin.ucar.edu/policies/3-6-access-and-use-computer-and-information-systems.>) ISG can provide assistance with pricing appropriate systems.
- Non-warranty repairs (i.e. spilled coffee, dropping, etc.) will not be covered by this fund.

The following points are not necessarily part of the CGD Office Computer Fund Guidelines but may influence decisions when purchasing/requesting equipment.

- ISG maintains a small pool of loaner laptops that are available for short term loan (two weeks max) to members of the division. (Note that visitors are excluded.) The loaner equipment is available for travel, conferences, etc on a first come, first serve basis. Reservations: <https://www.cgd.ucar.edu/systems/laptop/bin/laptop.cgi>
- ISG also maintains a pool of desktop Linux systems for long term loan within the building. This same pool of Linux systems is also used to support visitors. System availability for visitors is on a first come, first serve basis with the additional caveat that staff have higher priority. These systems cannot be reserved in advance.
- The number of systems that ISG is able to support is two per staff member.