This Memorandum of Understanding (MOU) contains basic provisions, which guides the working relationship between the Purdue researcher (referred to here as The Faculty Partner) and ITaP concerning the purchase and use of the Research Data Depot (referred to here as The Depot). ITaP Research Computing is referred to here as RCAC.

**Terms**

This agreement will be in effect for one year beginning upon the date when access to the Depot storage is granted to the faculty partner. For example, if the faculty partner is granted access to the storage on June 1, 2015, the agreement would be in effect until May 31, 2016. ITaP will notify the faculty partner at least 1-month in advance of the end date of the agreement and provide the option for a one-year renewal. If the faculty partner chooses not to renew agreement, then access will be revoked at the conclusion of the original agreement date. If necessary, an additional 30-days of read-only access will be granted to allow the Faculty Partner to transfer/save data from the storage system before access is fully revoked.

**Service Overview**

The Faculty Partner agrees to purchase access to the Depot. Details on hardware specifications, as well as intended use of the storage infrastructure can be referenced on the RCAC website at: https://www.rcac.purdue.edu/storage/depot

**ITaP Responsibilities**

- Provide storage infrastructure, including networking.
- Establish and maintain tools to configure user accounts and groups.
- Establish and maintain tools for accessing Depot storage, and sharing data with collaborators.
- Maintain storage system hardware and software.
- Provide system administration services and technical support.
- Maintain snapshot backups and redundant copies of the Depot storage space.
- Provide information regarding the storage system via the RCAC website, and email as appropriate.

**Faculty Partner Responsibilities**

- Provide funding for access to the Depot storage as identified.
- Identify and grant access to users who are members within The Faculty Partner’s Depot storage space.
- Ensure that data that must be protected by Federal security or privacy laws (e.g., HIPAA, ITAR, classified information, etc.) is not stored on this system. This system is not intended to meet the enhanced security required by those laws or regulations.
- Report issues or request assistance by emailing rcac-help@purdue.edu.
- Routinely check the RCAC website, and email from RCAC for information regarding this system.

**Service Availability**

ITaP will maintain the Depot storage system as a highly available, 24/7 resource. However, there are
exceptions to the availability of the service:

- Unplanned system outages due to issues with other aspects of the facility such as power, HVAC, network, or emergency maintenance to address computer security incidents may prevent the use of the storage system in a timely manner.
- Routine software and hardware maintenance of the system. Maintenance windows are typically announced at least 4 weeks in advance.

**Acceptable Use Policies**

The *Faculty Partner*, his/her research team, and *ITaP* staff agree to comply with all Purdue University and ITaP/RCAC policies and procedures, including the University’s information technology policies located at: [http://www.purdue.edu/securePurdue](http://www.purdue.edu/securePurdue). The system is not intended to store data protected by Federal privacy and security laws (e.g., HIPAA, ITAR, classified, etc.). It is the responsibility of the faculty partner to ensure that no protected data is stored on the system.

The *Depot* is appropriate for storing non-HIPAA human subjects data, provided the necessary approvals are on file with the Institutional Review Board (IRB). Example text for data safeguard information is available for use in IRB documentation at [http://www.rcac.purdue.edu/storage/depot/faq](http://www.rcac.purdue.edu/storage/depot/faq).

Questions about information security may be directed to the ITaP Help Desk at rcac-help@purdue.edu and (765)494-4000.

**Facilities**

The Research Data Depot storage system is housed in secure data center facilities managed by *ITaP*.

**Support Process**

All incident reporting should start with an email to rcac-help@purdue.edu. *ITaP* will provide a response within one business day. In general, critical issues will be addressed as soon as possible. Critical issues are defined as disruptions to large portions of the storage infrastructure.

**Termination**

Either party may terminate this agreement by providing written notification to the other party thirty (30) days in advance of termination. In the event of termination, all equipment will remain the property of *ITaP*, and no refund will be given. If necessary, an additional 30-days of read-only access will be granted to allow the *Faculty Partner* to transfer/save data from the storage system before access is fully revoked.