SciLifeLab Storage approval process

Purpose: This document describe the approval process and is a companion to the approval process flowchart (version 1.0). This document is approved by SciLifeLab Data Centre Head of IT systems and Infrastructure.

Anyone needing instructions regarding how to apply for SciLifeLab FAIR Storage should consult **SciLifeLab FAIR Storage Guidelines for Applicants and Administrators**, which can be found together with all relevant information at https://data.scilifelab.se/services/FAIRstorage.

The purpose of this document is only to facilitate transparency and understanding of the process. It does not define the process, e.g. any inconsistency with other documents published by SciLifeLab Data Center should be considered as an error/misprint.

Please send any feedback regarding obscurities, inconsistencies or mistakes in this document to FAIRstorage@scilifelab.se

Version: 1.0

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Process steps

1. (Start) Need for FAIR Data Storage and/or Compute

The process starts with Principal Investigator (PI) having a need for data storage as part of data sharing adhering to the FAIR principals. (Observe, at this moment only storage is provided).

2. Verify need and qualification

PI should verify that the project is qualified for SciLifeLab FAIR Storage by consulting information found on https://data.scilifelab.se/services/FAIRstorage.

3. (Decision) Qualified?

PI decide if project is qualified.

4. (Decision) Special case?

PI decide if a project not qualified according to current criteria should be considered as a "special case" and be considered for approval.

5. (End) Contact Data Centre

Dialogue between PI and Data Centre is initiated regarding possible "special case" projects. This is done by mailing FAIRstorage@scilifelab.se.

6. (End)

7. Identify need for help in process

PI evaluate if help is needed from Data Centre in order to comply with the application process. Help can be provided for specific parts (e.g. Data Management Plan).

8. (Decision) Need Help?

PI decides if help from Data Centre is needed.

9. Data Management Team

PI and Data Centre initiates a dialog on how the application process can be supported. This is done by mailing data-management@scilifelab.se.

Note, this is a service function offered by Data Centre within reasonable effort in order to point the applicant in the right direction. Data Centre cannot help applicants/PI in creating or populating the application.

10. (Decision) Have Supr account?

Does PI have access to a Supr account?

11. Create account

Create a Supr account at https://supr.naiss.se/.

12. (Decision) Extension of ongoing projects?

Is the subject of the application an already existing project that is to be extended/continued?

13. Evaluate Data Management Plan

Evaluate Data Management Plan. Is the plan up-to-date? Does it contain information needed to evaluate a continuation of storage project? Se guidelines published on https://data.scilifelab.se/services/FAIRstorage for support.

14. (Decision) Change of Data Management Plan?

Does the Data Management Plan need to be updated or changed? E.g editing or adding Digital Object Identifiers (DOI)?

15. Data Management Plan and Digital Object Identifier

Create/update the Data Management Plan, including updating/adding Persistent Identifier, e.g. Digital Object Identifiers, to collected research outputs from the project, according to the procedures and rules set by Data Centre. (Please refer to guiding documents on https://data.scilifelab.se/services/FAIRstorage.)

16. Apply for resources

Apply for resources within current Supr-round. (Please refer to guiding documents on https://data.scilifelab.se/services/FAIRstorage.)

17. Verify application

FAB verify that the application is correct.

18. (Decision) Is application correct?

Is the application correctly completed?

19. Request for update

FAB initiated a dialogue with the PI, asking for updates, changes or clarification regarding the application.

20. (Decision) Update application?

PI decides if application should be updated according to dialogue with FAB.

21. (End)

22. Change / complete / clarify application

PI change, complete or clarify the application. This might entail adding or changing application details in Supr or answering questions posted by FAB.

23. Evaluate application

FAB evaluate the application.

24. (Decision) Approved?

Is application approved?

25. Dialogue with PI

FAB initiates a dialogue with PI regarding why the application cannot be approved.

26. (Decision) Change needed?

After dialogue, does the application need to be changed in order to be approved?

27. Storage created

The application is approved and storage at requested resource is created.

28. Process for access

PI most follow resource specific process in order to access created storage.

29. (End) Access

PI now have access according to current procedures during the defined time period.