Common Fund/STRIDES Recommendation Form

This form gathers the needed information for determining eligibility and entry for the Common Fund (CF) in-kind Cloud Credit support through Science and Technology Research Infrastructure for Discover, Experimentation, and Sustainability (STRIDES) Initiative.

First Name		Last Name	
Email		Phone	
Award Number		Remaining Award Periods (including current Fiscal Year)	
Your Institution/Center			
Associated CF Program			
Associated/Pre-Existing STRIDES Accounts	☐ No	☐ Yes	
If Yes, please specify			
Date			

A. Project Eligibility and Readiness

Common Fund program staff should first determine whether the project (e.g., dataset, analytical tools, Cloud platform and/or workspace, and the like) is ready for the transition to the cloud environment. If these are already in the Google or AWS cloud environment, the program is still eligible for the cost-savings offered by STRIDES. To determine eligibility:

1. **Is the project already in the cloud environment?**

   ☐ Yes   (proceed to Question 3)   ☐ No   (proceed to Question 2)

2. **Is the project "ready" for the cloud environment?** If program staff are unsure about cloud readiness, they should consult the Cloud Guidebook, Common Fund Data Ecosystem team, or STRIDES team.

   ☐ Yes   (proceed to Question 3)   ☐ No   (please contact STRIDES for further discussion)

3. **Is the project generating a public data resource (i.e., data that are expected to be accessed by many users as a research resource), or does it otherwise involve large data sets?**

    ☐ Yes   (proceed to Question 4)   ☐ No   (proceed to Section B)

4. **Have you engaged with the Common Fund Data Ecosystem Project?** The Common Fund is supporting the development of a standard set of resources for all Common Fund data sets through the Common Fund Data Ecosystem Project. It is expected that all Common Fund Programs leveraging STRIDES agreements contribute to/participate in the Common Fund Data Ecosystem Project.

    ☐ Yes   (proceed to Section B)   ☐ No   (please contact CFDE at CFDE@od.nih.gov)

B.   Submit a Recommendation

The process for developing and submitting a recommendation for a program to use Common Fund STRIDES funding is as follows:

1. A requestor (an NIH Program Official), in collaboration with the Common Fund Program Leader, Common Fund Program Officer, Grants or Agreements Specialist, STRIDES onboarding representative, and Common Fund Data Ecosystem representative, must prepare a recommendation to use STRIDES Direct Funding for the project of interest. ***All members listed must be included to prevent a delay in processing.***

2. The completed recommendation should be emailed to the Common Fund Program Leader. S/he will then convey the recommendation to the OSC Director and the STRIDES Program Lead, with a cc to the OSC Associate Director and the OSC Operations Team Leader. *(with attachments as described below)*

Expect the review process to take 5-10 business days, with a decision transmitted by the Office of Strategic Coordination Leadership (OSC Director or OSC Associate Director) via email to the Common Fund Program Leader and Program Officer for the relevant Common Fund program.

The recommendation should include the following:

1.   The type and amount of resources (financial or other) being requested

2.   A description of what the resources will be used for

3.   Plans describing how data egress activities and charges will be monitored and/or minimized to reduce data egress charges.

4. If relevant, a description of the need to support egress fees incurred by any large-scale data download functionalities that are deemed to be a core function of the cloud environment. Include an estimate of anticipated costs.

5. A summary of the current FAIR status of the data and the PI's commitment to making the data FAIR and/or working with the Common Fund Data Ecosystem as appropriate. This section must include the following components, but each can be brief (2-3 sentences):

    a. An initial review of the resource with regards to FAIR. If an initial review has not been completed, this should be stated with details about the current status of the resource and reasons why a FAIRness review has not previously been completed.

    b. Plans for improving the resource's FAIRness over time.

    c. Plans for more formal, periodic reassessments (e.g. using FAIRshake) to track the improvement in the FAIR score over time.

    d. A description of cost requirements for the awardee to adopt community standards for FAIR data.

6. Which cloud service provider(s) will be utilized?
☐ Amazon Web Services   ☐ Google   ☐ Uncertain

7. Summary of budget for in-kind value to be provided – attach budget details to email.

8. A description of funds already provided for compute and storage within the active award and how those funds will be repurposed.

9. A proposed timeline for establishing the STRIDES account.

10. Proposed terms and conditions of the award (see "Sample Award Terms and Conditions" section below).

11. Description of touchpoint(s) or interactions, if any, with the Common Fund Data Ecosystem Project Leader.

Terms of Award
For STRIDES Grants, Cooperative Agreements, and Other Transactions Agreements

- Through the STRIDES initiative agreements, NIH provides in-kind value for cloud storage of data, costs associated with all users who compute on the data in a cloud environment, and costs required to engage engineers or other staff of Cloud Service Provider companies if needed. NIH will not award funds to the institution for this purpose. Allowable in-kind value associated with data egress are not covered unless specifically noted below:

    1. Egress charges to be covered (if any) [specify]

    2. The value of the coverage of all costs to be provided is [specify].

- As a condition of receipt of the in-kind cloud service coverage, the PI and relevant designees will participate in the Common Fund Data Ecosystem and adopt community standards developed through that effort.

- The PD/PI(s) and Authorized Organizational Representative (AOR) must work with the NIH Program Official to 1) establish a STRIDES Billing Account for this award; 2) establish a process for establishing sub-accounts for users associated with the STRIDES Billing Account ; 3) set spending limits for each sub-recipient/sub-awardee/consortia member/public user, as appropriate; and 4) monitor account use of STRIDES funds including limitations on data egress. It is ultimately the responsibility of the PD/PI(s) to oversee work to be billed against the STRIDES Billing Account and to ensure that costs do not exceed the amount specified above.

- The NIH, through the Program Official named in the Notice of Award (NoA), will provide regular billing information to the AOR with a copy to the PD/PI(s)to track costs and to help prevent usage overruns. The NIH will provide automated alert notifications to the PD/PI(s) and AOR when 75% of the usage reserved for this purpose has been spent. The PD/PI and AOR must provide written acknowledgment of receipt of this alert and a plan for how the recipient will monitor the remaining usage for the 25%. If usage exceeds the amount reserved by 25% or more, the NIH may elect to adjust or offset the award by the amount exceeded. Please contact your Grants Management Official if there are questions surrounding this specific term.

- At closeout of the award, or if NIH decides to provide support for cloud services via alternate means, the PI or designee will transfer administrative activities associated with the STRIDES account to an NIH designee, including relevant documentation concerning user groups, permissions, etc.

- [This bullet should be included for existing awards] Funds previously provided through this award for the purposes of paying for cloud services may be used to support the PD/PI(s) in efforts to ensure that data meet community standards to become Findable, Accessible, Interoperable, and Reusable (FAIR). These costs include the following [list the specific costs].

Contact Information

- Common Fund Data Ecosystem: Common Fund Data Ecosystem at CFDE@od.nih.gov
- STRIDES questions: STRIDES at STRIDES@nih.gov