



PRIFYSGOL
BANGOR
UNIVERSITY

Research Project IT Checklist

1 Desktop Computing / Laptops

- 1.1 Do you have sufficient desktop computers / laptops for all the staff you expect to be working on the project?
- 1.2 If you anticipate using existing computers are these sufficiently powerful and recent enough for the work you are going to undertake?
- 1.3 If any new purchases are needed have you discussed this with ITS and budgeted for the cost?

2 Research Data Storage (including Audio and Video)

- 2.1 All Research Data must be kept on safe and secure storage.
- 2.2 If the project includes the collection of data or the generation of audio/video content have you made an estimate of the amount of storage that will be required?
- 2.3 If the amount of storage required is more than **25GBytes (LIMIT TO BE AGREED)** have you discussed your storage requirements with ITS and allowed for the cost?
- 2.4 Where the data collection/generation will be performed off-site have you allowed for costs associated with transporting the data back to Bangor? e.g. portable hard drives etc.

3 Software Installation

- 3.1 Have you established which software packages will be required for the research project?
- 3.2 If using existing University provided software have you checked that the software licence allows for its use for research?
- 3.3 Where you have to purchase new software, has IT Services confirmed that the software you wish to use is compatible with University systems and if any development work to implement it is required have they agreed and scheduled the work required?

4 Software Development

- 4.1 Will the project require the development of bespoke software, if no continue to section 5. This includes web development that is not dealt with in section 7.
- 4.2 Is software development an integral skill of your research team?
- 4.3 Have you made sufficient financial provision for the costs of developing software?
- 4.4 Would you be expecting IT Services to perform any software development for the project?
- 4.5 Would you require IT Services to either assist you in finding either personnel or an external contractor to deliver any software development?

5 High Performance Computing (HPC)

- 5.1 Will the project require intensive numerical computing effort or advanced visualisation?
- 5.2 Have you discussed your HPC requirement with HPC Wales?
- 5.3 If you were not successful in gaining support from HPC Wales and you still need HPC resources have you considered other national services?
- 5.4 If you were not successful in gaining support from either HPC Wales or national resources have you discussed your needs with IT Services

6 Infrastructure

- 6.1 Are there sufficient network points for all computers of the staff you expect to employ on the project? If not have you indentified how many are new connections are needed and established how these will be funded?
- 6.2 Will your project require the purchase of server hardware? If so have you agreed where these will be located with IT Services?
- 6.3 Other than storage and HPC requirements will your project make specialist demands on the University's infrastructure? e.g. Will high-speed networking >100Mbit/s within Bangor be required, will you move vast amounts of data between Bangor and a remote site?

7 Web Services

- 7.1 Will your project require a static website comprising only of pages of text and images?
- 7.2 Will your project require a more specialist website with dynamic content (rendered from databases etc)?
- 7.3 Will your project use web technology to collect research data?
- 7.4 Will you require the use of video or audio on the project website?
- 7.5 If the answer to any of the questions in this section is yes, have you discussed these needs with IT Services and budgeted for any development work required?

8 Publishing of Research Outputs – Open Data Initiatives – Freedom of Information

- 8.1 If your funding source did not require a Data Management Plan have you given consideration to what will happen to any data that you collect
- 8.2 If you are not anticipating depositing it with a national archive will you be expecting to store it within the University
- 8.3 If you answered yes to 8.2 how much data would you anticipate this will be in Gigabytes, and for how long do you anticipate the data would need to be held for.

9 Other Resources

- 9.1 Are there any other services or resources not identified in this checklist that you anticipate will require involvement of IT Services?
- 9.2 Will your project require external people to have access to our systems? This does not mean the public browsing a website, but does include cases where a Bangor username and password would be required for privileged access to Bangor resources.

10 Funding Application and Costs

- 10.1 Where your funding source requires a technical appendix have you asked IT Services for comment on your appendix?
- 10.2 Have you properly established what IT facilities your project will have to fund directly over and above the normal provision made by IT Services?