

## CGD Computer Guidelines

CGD has implemented a general computer fund to better address the work-related needs for desktop computing in the laboratory. CGD staff should have at least one system that is appropriately outfitted for their research needs. These systems will be updated as technology improves. The goal is to implement a four-year rotation schedule so that approximately 1/4 of the laboratory is updated each year. The rotation will be developed by CGD/ISG based on purchase dates of systems currently in use by members of the laboratory and available funds. This is meant to supplement grant funds for equipment purchased, not replace them. The fund is jointly managed by CGD/ISG and the division administrator.

### Guidelines

1. Following UCAR policy, CGD is providing one computer system/laptop for each employee. This includes the following:

- 1 laptop
- 2 monitors (one for the office and one for the remote worksite)
- Peripherals such as a standard mouse, standard keyboard, and docking station (not including a printer)

These will be maintained by ISG/NRIT.

2. CGD employees may purchase the following with grant funding, in addition to #1:

- 1 laptop or desktop\*
- Monitors
- Peripherals

These will be maintained by ISG/NRIT.

\*Additional laptops or desktops can be purchased with grant funding if there is a justifiable, work-related or accessibility issue. Subject to approval by ISG and Lab Director

3. CGD employees may purchase the following with their FWA stipend (provided by UCAR to each employee to help offset some of the costs of a flexible schedule):

- 1 desktop, laptop or tablet
- Monitors
- Peripherals

These will **NOT** be maintained by ISG/NRIT and will not include UCAR-provided licenses for software including but not limited to MS Office and Adobe Acrobat.

- 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> )
- 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 Computing Fund Guidelines but may influence decisions when purchasing/requesting equipment.

- CGD/ISG maintains a small pool of loaner laptops that are available for short term loan (two weeks max) to members of the laboratory (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>