

Submission Instructions for All Requests

Enter requested information in each form. You may save partially complete forms and can complete them later. Upload your completed Quad Chart. After all sections are completed, select "Final Submission" to successfully submit the request.

The information submitted is used by the NASA HEC Approval Authorities and by staff members at the NASA HEC computing facilities as they support your work on HEC systems.

Cover Sheet (form):

Requested information includes project title, discipline, key-words, and NASA Mission Directorate funding information (contract, grant or WBS #, funding title, NASA HQ funding manager). A brief abstract of your work is also required.

Summary of Requirements (form):

Requested information includes size and duration of planned computing runs, types of data and codes to be used, technical support needed, storage and network transfer volume planned, and disaster recovery level needed.

Your allocation request is calculated in processor-hours and Standard Billing Units (SBUs) from the computing plans you enter in the Summary of Requirements form for each system.

Quad Chart (form): -- Required for SMD requests; optional for ARMD, HEOMD, NESC,STMD requests.

For a new project, the New Project Quad Chart template should be completed with project plan information. For a request to continue a project, the Project Results Quad Chart template should be completed with results information for the current project. Note that Quad Charts are made public.

You may save partially complete forms and can complete them later. After all sections are completed, submit the "Final Submission" to successfully to submit the request.