

MCRP

Work flow from application to start of utilization

In the following pages, the works indicated by yellow and orange diagrams must be done by all the project members and the project leader, respectively.

Work done by CCS

Work done by all the project members

Work done by the project leader

From proposal submission to approval

Call for MCRP proposals

Proposal must be submitted online through the indico system.
All the members including the project leader must go through “member registration”.

Project leader

1. Obtain an account on the indico system^{#1}
2. Submit the proposal
3. Perform the member registration of himself/herself
4. Inform the proposal ID and your registered email address to all the project members
5. Confirm that all the members are registered properly

^{#1} Do not obtain more than one indico account. The account will be valid for the next year.
If you obtained the account before, use that account. However, if the registered email address on that account is invalid, change it through “My profile”. It is absolutely necessary that the project leader can receive emails at the registered address.

Other members

1. Perform the member registration
(Unnecessary to obtain an indico account, but necessary to get the proposal ID and the email address of the project leader.)

Notification of
(dis)approval

In addition to the notification of approval, the project leaders are informed how to create user accounts on supercomputers by emails. Follow the instruction to create the accounts.

Post-approval procedure: User account on OFP

Inquiry about user information by email
(User authorization by project leaders)

▪ Submit “Project user authorization file” with user information

Affiliated with foreign institutes?

yes

▪ Submit “Supercomputer Utilization Application Form (oversea users)”

no

Creation of user accounts, and/or additional link to the project

Even for continuous projects, the job submission is allowed only after completion of the user authorization by the project leader.

User names are automatically created.

When users move out overseas, the supercomputer utilization application (oversea users) is mandatory.

Email notification of the completion

Continuous utilization?

yes

▪ Utilize OFP with the existing user account
(In participating new projects, the completion of the additional link to the projects is notified by email.)

no

User account on Cygnus?

yes

▪ Login on Cygnus, then, obtain an initial password for OPF user support portal
(The email notifying the completion of user account contains information how to find the initial password. It should be in the private file accessible only by the user.)

no

The initial password is necessary to login the OFP user support portal Web site, on which the user should register his/her ssh public key.

Send by post an initial password for OFP user support portal

▪ Access the OFP user support portal with a browser, and register the ssh public key (URL is provided in email notification of the completion.)

Usage start

Post-approval procedure: User account on Cygnus

Cygnus user account

