

Request Management System (RMS) User Guide for Investigators

Date: October 20, 2025

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Welcome!

NASA High-End Computing (HEC) Allocations

NASA operates two high-end computing (HEC) facilities: the NASA Center for Climate Simulation (NCCS) at Goddard Space Flight Center and the High-End Computing Capability (HECC) within the NASA Advanced Supercomputing (NAS) Division at Ames Research Center. In addition, NCCS and HECC provide access to commercial cloud resources that you may also request. If NASA funds your research and you are affiliated with a U.S. organization, you may be eligible to use NASA’s HEC facilities.

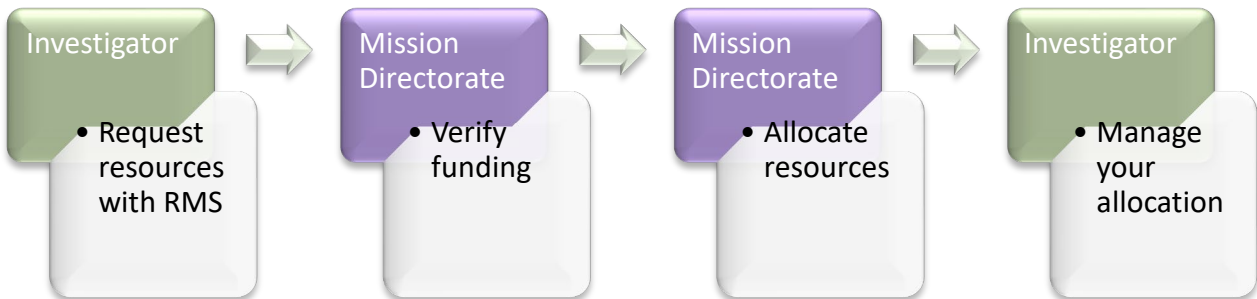
NOTE: The allocation process applies to NASA HEC resources including (but not limited to) Aitken, Cabeus, Pleiades, Electra, Endeavour, and HECC Commercial Cloud at NAS/HECC; and Discover and NCCS Commercial Cloud at NCCS. For access to other systems, please contact NAS User Services (support@nas.nasa.gov) or NCCS User Services (support@nccs.nasa.gov). For more information about NASA HEC computing systems, visit <https://hec.nasa.gov/about/overview.html>.

Researchers funded through NASA’s Research Opportunities in Space and Earth Science (ROSES) grants are guaranteed allocations of computing time. Your allocation is tightly tied to your NASA funding, no matter the source. The size of the allocation depends on system capacity, overall demand for resources, and Agency priorities.

Overall Process

NASA’s HEC Program collects multi-year requests covering the entire performance period of your funding. The HEC Program will verify your funding and implement a multi-year allocation resulting from its quarterly (Science Mission Directorate) or annual (all other organizations) Allocation Authority meetings.

The figure below shows the overall process using the HEC Request Management System (RMS).



Before You Begin

Who Needs to Use RMS?

Principal Investigator (PI): whoever holds the funding for a project.

Computational PI (CPI): Person who will manage the computational project, if different from the PI.

Computer Requirements to Use RMS

Minimum System Requirements & Configuration

A Desktop PC or Laptop.

Any major web browser: Chrome, Firefox, Safari, etc. for latest version.

HTML5 support.

Allows JavaScript to run.

Allows popup windows.

RMS Entry Point

The internet address for RMS is:

<https://request.hec.nasa.gov>

Accessing RMS

If You Do Not Already Have NASA Login Credentials

Create a NASA Guest Account

Navigate to <https://guest.nasa.gov/> and click the “Create Guest Account” button.

Enter the required information and click the “Create Account” button.

Set Your Password

You will receive an email from identity.manager@nasa.gov. This email will request that you complete your registration by clicking the link. This link will take you to a page to set your password.

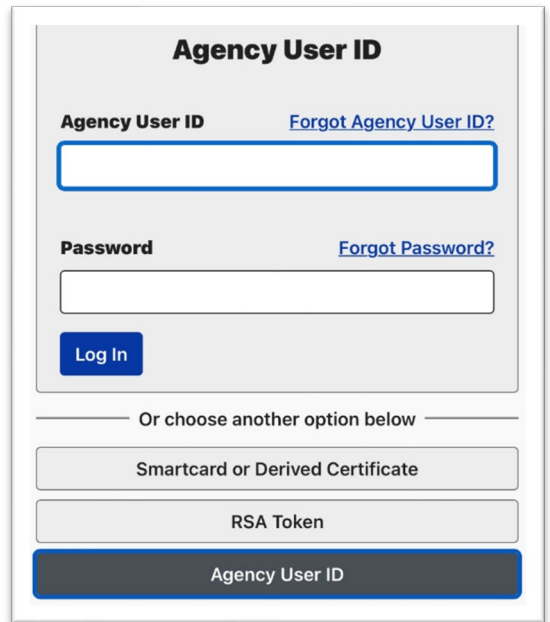
NOTE: For security reasons, the link to complete the registration process will expire after one hour. If your link expires, you will need to go back to [Create a NASA Guest Account](#) again.



Log In (NASA Guest Account)

1. Click the “Log In” button.
2. There are three buttons below this that say Smartcard or derived certificate, RSA Token, and Agency User ID. Click “Agency User ID.”
3. Enter your credentials and click Log In.

Your Agency User ID is the email address just registered with NASA Guest Account Services. The password will be the same as the one you just set up. Enter these and click the blue login button.



ABOUT GUEST ACCOUNTS

- Guest accounts expire after 6 months of inactivity.
- Guest account passwords must be changed every 60 days.

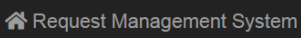
If You Have NASA Login Credentials

Click the login button. NASA's Launchpad system will authenticate your credentials, and you will be taken to your taskboard.

The Taskboard

The Taskboard is your landing page after you log in. It shows you:

- Your requests, including status and associated actions for each request.
- Which of your requests are set to expire in the next 90 days.
- Your draft requests.

Clicking the RMS Home link  will return you to the Taskboard.

Request an Allocation

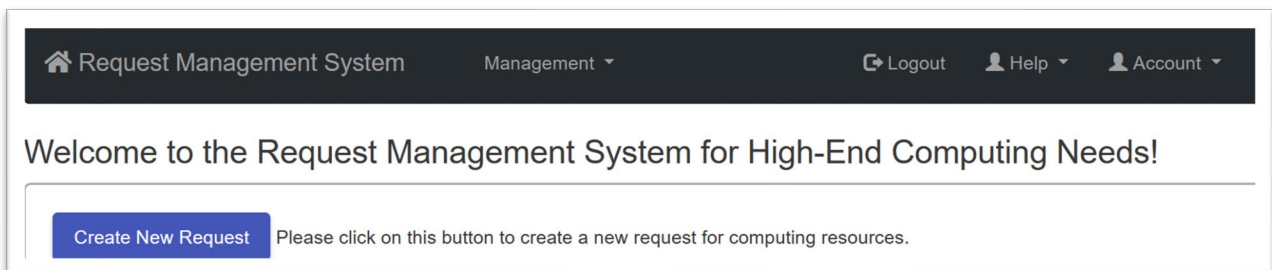
The request form is divided into 6 sections:

1. **Computational Project Information:** About your project.
2. **Funding Source Information:** This lets the HEC Program confirm your project's eligibility and duration.
3. **Desired Resource Information:** Where you would like your resources allocated and the amount of resources you would like.
4. **Application Information:** About your applications or models and any extra support you may need. Staff are available at both NAS and NCCS to help you with code optimization, visualization, and other technical opportunities.
5. **Project Data Security:** Is your data classified? Export controlled? What support do you need for disaster recovery?
6. **Project Data Storage:** Your requested nobackup/scratch filesystem and mass storage.
7. (Alternate Section 6) Commercial Cloud Information

Section I: Computational Project Information

The first step in requesting an allocation is to enter information about your computational project.

Create a New Request



1. Click the “Create New Request” button at the top of the page. The Create New Request screen appears:

Create New Request

Note: Click to expand each section to fill the form. All fields with * are required.

To update the period of performance of your request, please use the "Extend my Request" link on your taskboard. One request per funding source please!

Section I: Computational Project Info

Please submit one request per funding source. If you have a new funding source for an existing computational project, please submit a new request and use your existing Group Identifier (GID).

Do you have an existing Group Identifier (GID) that you would like to use for this request? (check yes or no) *

Yes No

Computational Project Name: *

NASA Sponsoring Directorate: *

2. If you are requesting allocations for an existing Group ID (GID), check YES to indicate you have an existing GID.
3. Enter a valid GID. The HEC Program assigns GIDs when a computational project receives its first allocation. The database will verify that this is a valid GID.

NOTE: If the database does not recognize a GID that was assigned by the HEC Program, make sure that your sponsoring Mission Directorate is correct. Please email support@hec.nasa.gov for further assistance.

4. Enter your project’s title. If you are submitting this request in response to a NASA solicitation, we recommend that you use the same title for the HEC request as for the proposal.

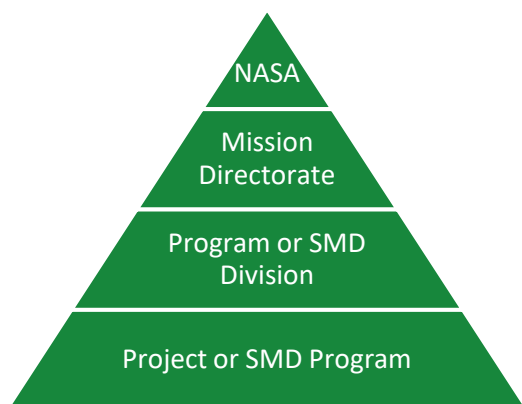
Save Request as a Draft

You can build your request in stages by saving it as a draft at any time before submitting it.

Scroll to the bottom of the screen and click the “Save Edits” button. The success banner above Section 1 at the top of the request lets you know that the draft was saved.

TIP: Clean out your drafts regularly.

Identify Your NASA Sponsoring Organization



NASA Sponsoring Organizations fall into a hierarchy of top-level Mission Directorates, their component Programs or Divisions, and *their* component Projects or Programs.

NOTE: The Science Mission Directorate (SMD) uses the term “Division,” while the other Mission Directorates use the term “Program.” SMD uses the term “Program,” while the other Mission Directorates use the term “Project.”

1. From the NASA Sponsoring Directorate dropdown menu, select the NASA Mission Directorate that funds your computational project. The “NASA Sponsoring Program” dropdown appears.
2. Select your sponsoring program or SMD division from the dropdown. A list of programs (SMD divisions) appears.
3. If appropriate, select your sponsoring project or SMD program from the dropdown.

Describe the Computational Project

1. Enter an abstract for your computational project. If you plan to submit this request as part of a proposal, please use the same abstract that you use for the proposal.
2. Enter the justification for using HEC resources. In this field, describe how using HEC resources will support your science or engineering. Why do you want to use NASA supercomputing resources for this work?
3. Enter the “Codes to be Run.” This may include custom code that you created, existing models or modeling frameworks, or other software tools that you will use in your computational project. NAS and NCCS have licenses for several popular packages. Contact support@nas.nasa.gov or support@nccs.nasa.gov to learn about available packages.

Identify the Period of Performance (PoP)

The screenshot shows a form with three input fields. The first field is 'Requested Start Date' with a placeholder 'mm/dd/yyyy' and a calendar icon circled in red. The second field is 'Project Duration (in years)' with a placeholder 'Years #' and a red arrow pointing to it with the text 'Calendar tool'. The third field is 'End Date'.

1. Enter the requested start date. If your request is based on current funding, this will be the date the funding started. If you are submitting the request as part of a proposal, estimate your starting date based on the information in the solicitation. You can change it later if you need to. There is a calendar tool

at the right of the date field that you can use to select the date.

2. Enter the project duration in years by typing over the “Years #” placeholder text. You can enter partial years as a decimal. RMS will calculate the end date for you.

Section II: Funding Source Information

In this section, you will enter information about your project’s NASA funding. The HEC Program uses this information to verify whether the request is eligible to be allocated.

RMS supports a variety of NASA-supported funding types including (but not limited to):

- Chandra X-ray Observatory
- Contracts
- Cooperative Agreement Notices (CANs)
- NASA Emeriti (including LaRC Distinguished Research Associates)
- HQ or Center Directed (including work packages)
- Hubble Space Telescope
- James Webb Space Telescope
- Research Opportunities in Space and Earth Science (“ROSES”—NASA’s omnibus science solicitation)
- Space Act Agreements
- Established Program to Stimulate Competitive Research (EPSCoR)
- NASA Postdoctoral Program
- NASA Hubble Fellowship Program

IMPORTANT: You **must** have current NASA funding in order to receive an allocation.

NOTE: For funding sources not included above, please email support@hec.nasa.gov and provide a full description of your NASA funding source.

Select the funding type that best describes your work’s funding. Depending on your funding type, you will be prompted for additional information as described in Table 1.

Table 1: Request information for each Funding Type

Funding Type	Additional Information	Description
Chandra X-Ray Observatory	Funding Name	Select your cycle number. If it is earlier than Cycle 10, choose “Chandra Legacy.”
	Proposal #	Enter the number of your selected Chandra proposal.
	Funding Manager	Select Carol Dzengelewski.

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Funding Type	Additional Information	Description
Contract Number	Contract Number	Your NASA contract number. If you are a subcontractor, you can get this information from your prime contractor.
	Funding Manager	Select the Technical Officer for your contract.
Cooperative Agreement Notice (CAN)	Funding Year	The fiscal year in which the CAN was solicited.
	CAN Name	Select the name of the CAN that funds your work.
	Funding Manager	Select your funding manager.
Emeriti	Funding Name	Examples include GSFC Emeritus and LaRC Distinguished Research Associate.
	Funding Manager	Select the funding manager whose area of expertise best corresponds to your work. Refer to the website https://science.nasa.gov/researchers/sara/program-officers-list for a list of funding managers and their areas of responsibility.

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Funding Type	Additional Information	Description
Fellowship	Funding Year	The fiscal year your fellowship was solicited
	Fellowship Name	The name of your fellowship.
	NASA Postdoctoral Program only: Affiliation Center	Select the center that supports your work.
	Funding Manager	Select the funding manager for your fellowship.
Graduate Student Research Program	Funding Year	The fiscal year your fellowship was solicited.
	Funding Name	Currently only NASA Earth and Space Science Fellowship (NESSF) is available.
	Funding Manager	Select the funding manager for your supporting SMD Division.
HQ or Center Directed	Funding Name	Whichever of the following best identifies your funding: Your Work Breakdown Structure (WBS) number Your work package identifier The NASA Mission that funds your work (e.g., TESS, DSCOVR, MMS, MAVEN, etc.)
	Funding Manager	Select the name of your program officer or program scientist.

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Funding Type	Additional Information	Description
Hubble Space Telescope	Funding Name	Select your cycle number. If it is earlier than cycle 23, choose “Hubble Legacy.”
	Proposal #	Enter the number of your selected Hubble Space Telescope (HST) proposal.
	Funding Manager	Select the name of the funding manager.
James Webb Space Telescope	Funding Name	Select either: Your James Webb Space Telescope (JWST) cycle number JWST Early Release Science
	Funding Manager	Select the name of the funding manager.
Research Opportunities in Space and Earth Science (ROSES)	Funding Year	The solicitation year. NOTE: The solicitation year is the year in which the solicitation was released. It can generally be found in the solicitation number (NNH19ZDA001N is funding year 2019), as well as in the text of the solicitation.
	Program Element	The name of the program element to which you proposed or are proposing. NOTE: If your program element is not visible, verify that you have selected the right sponsoring SMD Division in Section I and the correct solicitation year.
	Solicitation Number	Select the solicitation number for your program element.
	NASA WBS/Contract/Grant #	If you do not yet have a WBS/Contract/Grant # for this work, leave blank. ROSES proposals do not have funding numbers before selection.
	Proposal #	If available. Otherwise leave blank.
	Funding Manager	The name of the NASA program officer for that program element.

If you do not see the correct funding manager listed, contact support@hec.nasa.gov for assistance.

Section III: Desired Resource Information

In this section, you will enter you desired computing resources for your computational project. The HEC Program uses the Standard Billing Unit (SBU), an architecture-independent measure of computing capacity for on-premises computing. Refer to <https://www.hec.nasa.gov/user/policies/sbus.html> for a complete description of the SBU concept. Commercial Cloud resources are measured in U.S. dollars.

To help you select a location for your computational project, please visit each center's website:

<https://www.nas.nasa.gov/hecc/> for information about HECC systems and services

<https://www.nccs.nasa.gov/> for information about NCCS systems and services

NOTES: Requesting computing time at more than one location is outside of the scope of this RMS release and is generally discouraged. If you need to run at both locations, please email support@hec.nasa.gov after your request has been allocated and provide the following information:

- GID
 - Request number
 - Number of SBUs desired at each location
 - Justification for running at both locations
1. Select a preferred location. Different locations are allocated in different units (commercial cloud in U.S. dollars, graphics processing units (GPUs) in GPU Standard Billing Units (GSBU), and on-premises high-performance computing in Standard Billing Units (SBUs)).

Section III: Desired Resource Info

The units for allocated resources vary by location:

- On-premises computing resources are allocated in Standard Billing Units (SBUs).
- On-premises GPUs are allocated in GPU Standard Billing Units (GSBUs). Note that GSBUs are not interchangeable with SBUs.
- Commercial cloud resources are allocated in US dollars (US\$).

Select A Preferred Location: *

Select a location

HECC Commercial Cloud

NCCS Commercial Cloud

HECC GPU

NCCS GPU

HECC CPU

NCCS CPU

A location is required span

Please select a start year, and a enter desired resources below.


select a location, to display the fiscal years and

Section IV: Application

Location	Description	Units
HECC Commercial Cloud	Commercial cloud resources funded through HECC	U.S. dollars
HECC CPU	On-premises high-performance computing at HECC	Standard Billing Units (SBUs)
HECC GPU	On-premises graphics processing units (GPUs) at HECC	GPU Standard Billing Units (GSBUs)
NCCS Commercial Cloud	Commercial cloud resources funded through NCCS	U.S. dollars
NCCS CPU	On-premises high-performance computing at NCCS	Standard Billing Units (SBUs)
NCCS GPU	On-premises GPUs at NCCS	GPU hours

2. Enter the requested number of units for *each* fiscal year of your project. Fields left blank may be interpreted as containing a zero and may be allocated as such. The Total field updates itself to the numbers you entered.
 - a. Enter the SBU numbers directly in each field and use the TAB key to move from field to field.
 - b. Alternatively, you can calculate the number of SBUs for each year using the convenient S-Calc calculator.
3. Commercial Cloud resources are allocated in U.S. dollars instead of SBUs.
4. Graphics processing units are allocated in GPU Standard Billing Units (GSBU).

Using the S-Calc

1. Click the S-Calc icon  next to any fiscal year of your computational project. The S-Calc popup appears.
2. Enter estimated “Wall clock hours per run” (use a whole number), followed by the TAB key.
3. Enter the “Number of Nodes per run” (use a whole number), followed by the TAB key. The estimated number of SBUs appears in the result field.

IMPORTANT:
 On-premises computing resources are provided at no additional cost to the project; commercial cloud projects may incur charges that will come out of the project budget. Contact the respective computing center for details.

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4. If you want to use this number of SBUs, click the “Apply Calculated Result” button. The estimated number of SBUs appears in the “# of SBUs” field.
5. Use S-Calc for each fiscal year for which you want to calculate SBUs.

NOTE: If you have trouble viewing the data entry fields on the S-Calc window, use the TAB key to navigate through the fields.

Section IV: Application Information

This section describes any additional help you might need from NAS User Support or NCCS User Services.

1. MPI Conversion – Do you want help implementing a Message Passing Interface?
2. Scale-up – Do you want help scaling up your project? If yes,
 - a. Enter the starting number of cores.
 - b. Enter the number of cores you want to scale up to.
3. Optimization – Do you want help optimizing your code?
4. Compiler/Programming Paradigms – HEC facilities provide a variety of compilers. If you are using something not offered at your desired location, enter that information here.
5. Third-party Software – Outside software not offered by NAS or NCCS and not developed by you.
6. Porting Codes – Do you want help adapting your software to run on HEC systems?
7. Data Analysis – Do you want help analyzing your data?
8. Advanced Visualization – Both NAS and NCCS have staff who specialize in visualizing your results as high-resolution graphics and/or video.

Section IV: Application Info

Need MPI Conversion? YES NO

Need Scale-up (In Number of Cores)? YES NO

Scale-up From:

Scale-up To:

Need Optimization? YES NO

List Compiler/Programming Paradigms:

List Third-party Software:

Need Support in Porting Codes to HEC Systems? YES NO

Need Data Analysis? YES NO

Need Support for Advanced Visualization Techniques? YES NO

Section V: Project Data Security

This section describes the sensitivity of your data and what level of support you will need to recover your data in the unlikely event of a disaster at either NAS or NCCS.

Section V: Project Data Security

Is your data classified? * YES NO
Classified National Security Information (CNSI) must be protected.
Reference: [NPR 1600.2A](#)

Is your data Controlled Unclassified Information (CUI), including protected Personal Identifiable Information (PII)? * YES NO
All unclassified information throughout the executive branch that requires any safeguarding or dissemination control is CUI. CUI serves as the exclusive designation for identifying and controlling such unclassified information throughout NASA.
Reference: [NPR 2810.7](#)

Is your data subject to International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR)? * YES NO
These regulations control the transfer of commodities, software, technical data, technology, defense services, and/or technical assistance to foreign entities.
Reference: [NPR 2190.1C](#)

Is your data protected under the Trade Secrets Act? * YES NO
The Trade Secrets Act protects trade secrets from theft or misappropriation.
Reference: [18 USC 90](#)

Other? * YES NO

Disaster Recovery Level? *

In the event of a natural or human-made disaster, how soon do you need your data to be restored?

1. The radio buttons refer to several protected classes of data. The reference links open a copy of the NASA procedure or other document that explains the meaning of each category.

NOTE: Should your data be part of a protected class that is *not* listed, click the “Other” radio button. A text box will appear. Enter an explanation of your other security constraints.

2. Select a Disaster Recovery Level from the drop-down list that corresponds to your recovery needs in the unlikely event of a disaster at either NAS or NCCS.

Should you require a level of service other than those listed, select “Other.” A text box will

appear where you can enter your detailed disaster recovery needs.

TIP: Unusual security requirements?

If you have unusual security requirements and selected “Other” for either security or disaster recovery, please follow up with either NAS User Support or the NCCS User Services Group. Email them at:

support@nas.nasa.gov

support@nccs.nasa.gov

Section VI: Project Data Storage Information

In this section, enter your online (nobackup) and mass storage requirements in terabytes (TB).

NOTE: NAS and NCCS use different schemes for assigning nobackup storage. Harmonizing those schemes is outside the scope of this document.

If you need large amounts of storage, please contact NAS User Support or NCCS User Services *after your request has been allocated* to identify a reasonable storage volume for your project. You may be required to submit a separate Data Management Plan.

Section VI: Project Data Storage

Please Note: * If you require more than 15 TB of storage, please contact the appropriate User Support Group:
1. HECC: support@nas.nasa.gov
2. NCCS: support@nccs.nasa.gov

Online (No Backup) Storage (TBs) *

Mass (Tape) Storage (TBs) *

NOTE: NCCS's mass storage is read-only. Please contact them directly with your data management plan to set up resources within the NCCS Centralized Storage System. Refer to <https://www.nccs.nasa.gov/systems/storage-systems/> and <https://www.nccs.nasa.gov/systems/storage-systems/data-management> for more information.

Alternate Section VI: Commercial Cloud Info

Section VI: Commercial Cloud Info

The information provided below is to facilitate estimating the scope and cost of your work.

Do you have funding with earmarked cloud funds? * YES NO

Instance Type: * Select all that apply *

Compute Resources: * CPU only GPU only Both CPU and GPU

Average number of cores per run: *

Average core hours per run: *

Average RAM requirements per run in GB: *

Object storage in TB per month: *

File system storage in TB per month: *

If you selected HECC Commercial Cloud or NCCS Commercial Cloud as the preferred location in Section III, you will see an alternate Section VI: Commercial Cloud Info in the request form. This section is where you will enter your requirements for using commercial cloud resources such as Amazon Web Services. The cloud team at the sponsoring center (HECC or NCCS) will work with you to refine your requirements, estimate the cost of the work, and facilitate setup.

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- Identify whether your funding includes funds specifically for commercial cloud computing. Earmarked funds are not required to receive cloud resources.
- Identify the instance type(s) you wish to use. Select all that apply:
 - **General Purpose:** General purpose instances provide a balance of compute, memory, and networking resources and can be used for a variety of diverse workloads. These instances are ideal for applications that use these resources in equal proportions such as web servers and code repositories.
 - **Compute optimized** instances are ideal for compute bound applications that benefit from high performance processors. Instances belonging to this family are well suited for batch processing workloads, high-performance computing (HPC), scientific modeling, machine learning inference, and other compute intensive applications.
 - **Memory optimized** instances are designed to deliver fast performance for workloads that process large data sets in memory.
 - **Accelerated computing** instances use hardware accelerators, or co-processors, to perform functions, such as floating-point number calculations, graphics processing, or data pattern matching, more efficiently than is possible in software running on CPUs.
 - **Storage optimized** instances are designed for workloads that require high, sequential read and write access to very large data sets on local storage. They are optimized to deliver tens of thousands of low-latency, random I/O operations per second (IOPS) to applications.
- Select the compute resource type—Central Processing Unit (CPU), Graphical Processing Unit (GPU), or a combination of both.

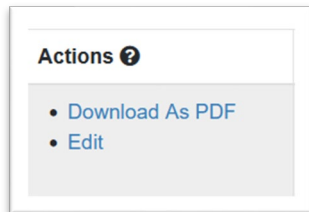
NOTE: The following fields should be integers only.

- Estimate the average number of cores you will need per run.
- Estimate the average core hours per run.
- Estimate your average Random Access Memory (RAM) requirements in gigabytes.
- Estimate your object storage (e.g., AWS S3, Google Cloud Storage, Azure Blob Storage, etc.) in terabytes per month.
- Estimate your file system storage in (e.g., AWS EBS, AWS EFS, AWS FSx (Lustre)) in terabytes per month.

Submit Your Request

Almost done! Read and accept the acknowledgement, then click the “Submit Request” button to submit your request. A green success banner indicates that your request has been submitted. You will also receive a confirmation email.

Create a PDF of Your Request



Some NASA solicitations require a HEC request to be attached to a proposal to alert NASA that High-End Computing is part of your project plan. On the Taskboard Actions column, click the **Download As PDF** link. The file will appear in your computer's Downloads folder. Rename it using file extension .pdf and save it to your computer.

It is also a good idea to keep a copy of your request for your records. You can use this information when you are scoping future projects or creating new proposals.

TIP: Keep a copy of your request for your records.

Make Changes

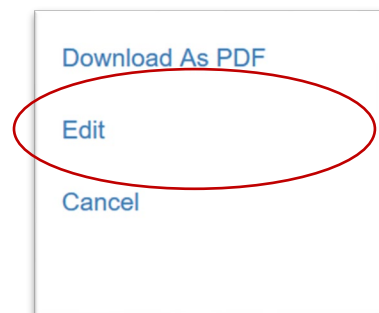
There are several kinds of changes you can make to your request:

1. You can edit draft requests. This lets you fix issues like adjusting your period of performance to match your funding or changing your request after consulting with others.
2. You can request an increase to your allocation (post-allocation) if you believe that you will use it all before the end of the fiscal year.
3. You can request a decrease to your allocation if you believe that you will not be able to use your entire allocation before the end of the fiscal year.
4. You can increase or decrease your future-year requested allocations based on experience gained early in the computational project.
5. You can move your entire allocation from one computing center to another.
Note: In rare instances, you can split your allocation between two computing centers. This is handled on a case-by-case basis and must be thoroughly justified to HEC Program management.
6. You can extend your computational project to accommodate a No-Cost Extension (NCE), project closeout, or other programmatic changes. The latter two situations must be thoroughly justified to HEC Program management.

NOTE: The actions that can be performed on any given project depend on that project's state. You cannot modify the allocation for a completed project, nor can you extend a project that has been declined.

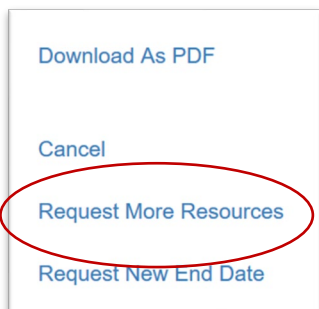
Edit Your Request(s)

From the Taskboard actions column, click the "Edit" link next to any request that is editable. Clicking this link will open the request for editing. Remember to save your edits as a draft or submit them!



Increase or Decrease Your Allocation

To increase or decrease your allocation, you need to request the change. You can request a change for any current or future allocations, but you may not request a change for an allocation for past fiscal years.



1. From the Taskboard actions column, select “Request More Resources” in the row for the GID you need to change. The “Change Your Allocation” page appears.
2. Enter a justification for the change. Examples include not having requested enough resources, having been allocated fewer resources than you need, or not being able to use all the resources you were allocated.
3. The Pending Allocation field indicates whether there are unprocessed allocation requests for any individual year.
4. Enter a value for the *increase* or the *decrease* (the delta). The “New Total Requested Allocation” column will reflect your changes. You cannot modify allocations in past fiscal years.
5. Read and accept the acknowledgement.
6. Click SUBMIT CHANGES when you are satisfied with your new request. A green success banner will appear.

Assign a Computational PI (CPI)

RMS does not currently support assignment of the computational PI role. If you want to assign a team member to serve as your proxy, please send an email to support@hec.nasa.gov indicating:

- The request number for the request for which you want to make the CPI assignment.
- The GID for that request.
- The name and email address of the person you want to become the CPI.

NOTES:

1. If you assign a CPI, you forfeit your PI capabilities. You may still be a user on the GID at the computing center if you wish.
2. Anybody you want to assign as a CPI **must** have an active RMS account before the assignment can be made.
3. The CPI assignment will apply to **all** requests that feed into your GID. There can be only one CPI per GID.

Move or Split an Allocation

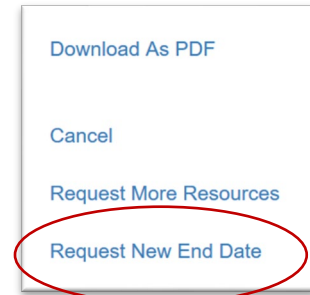
RMS does not currently support either of these operations. Please send an email to support@hec.nasa.gov indicating:

- Your request number.
- Your GID.
- The number of SBUs you wish to have at each location.
- Your justification for the move or split. Please note that moves and splits are at the discretion of the HEC Program and are not automatically approved.

IMPORTANT: Allocations **cannot** be split between CPUs and GPUs. Please submit a separate request for each resource.

Extend a Project

You can request a new end date for your project in RMS. Be advised that extending a project **does not** roll unused allocation into the next fiscal year. *If you are extending a project beyond the current fiscal year, be sure to request more resources to cover that period.*



1. From the Taskboard actions column, click the “Request New End Date” link in the row for the compute request you need to extend.
2. Enter the reason you are requesting the extension and your project’s new end date, then click “Extend My Request.” Review the confirmation and click “Yes” if all details are correct. A green success banner appears.

NOTE: If you are extending your request in response to a NCE, please send a copy of the notification you received from NASA to support@hec.nasa.gov and indicate in the email that you requested an extension via RMS.

Acronyms

GID.....	Group Identifier
GPU	Graphics Processing Unit
HEC.....	(NASA) High-End Computing (Program)
HECC	High-End Computing Capability within the NASA Advanced Supercomputing (NAS) Division at Ames Research Center
HPC	High-Performance Computing
NAS.....	NASA Advanced Supercomputing Division at Ames Research Center
NCCS	NASA Center for Climate Simulation at Goddard Space Flight Center
NCE.....	No-Cost Extension
RMS	NASA High-End Computing Request Management System
SBU	Standard Billing Unit
TB	Terabytes
NOP	New Operational Period