

## **Emory College: Disk Storage Space Request Form**

Updated: February 2013

Name:

Emory ID:

Emory email address:

Telephone:

Department:

Amount of space requested (in 50GB increments):

Non-sponsored project/smart key to charge:

Date Requested:

*CAS exceptions must be obtained prior to charging this expense against any sponsored research project. Contact the Office for Research Funding and Support (ORFS) for assistance.*

**Please email your request to [echelp@emory.edu](mailto:echelp@emory.edu)**

### [Central Data Storage/Backup](#)

Emory College has partnered with UTS to offer centralized data storage using the University's NAS (Network Attached Storage) service. Each faculty and staff member will receive a 5GB home directory, departments receive shared disk space of up to 200GB, and researchers can apply for up to 200GB of storage at no charge. This service replaces traditional departmental file servers with the advantage of using superior quality storage, permitting granular remote replication for offsite protection, and allowing larger data stores and network throughput.

Departments that require more than 200GB of storage can request additional space in 50GB increments. The department smart key must be provided at the time the additional storage is requested. The cost is \$45/year per 50GB (including snapshots and backups).

Researchers who require more than 200GB of storage can request additional space in 50GB increments. A non-sponsored project/smart key must be provided at the time the additional storage is requested. The cost is \$45/year per 50GB (including snapshots and backups).

To protect against accidental customer deletion, data corruption and disaster recovery, the backup infrastructure uses local and remote point-in-time snapshots. These snapshots can be accessed to restore individual files or to revert entire shares/folders back to a particular point in time. The remote snapshots are stored offsite at Emory's remote datacenter.

- Local Snapshots: 35 daily
- Remote Snapshots: 3 daily, 3 monthly

Storage billing is based on allocation, not utilization, and is updated monthly. If additional storage is added on the 2<sup>nd</sup> of the month, the charge will not be reflected in your bill until the next month. Journal transactions will take place quarterly at the beginning of the month for the previous quarter.