Hello, Cloud Fellows.

We welcome in the new year with the start of the Spring semester and the second phase of the MSU Cloud Computing Fellowship in which the focus is on the successful completion of your individual cloud projects. Thank you to those who submitted your mini-projects and research proposal summary at the end of the last semester. **If you have not yet submitted your mini-project and/or research proposal summary please do so this week i.e., no later than 5pm on Friday, January 6th** (ref. https://msucloudfellowship.github.io/miniproject/ , https://msucloudfellowship.github.io/projects/).

This email document is to inform you of the **timeline for the required deliverables** associated with completing your MSU Cloud Computing Fellowship (CCF) project and qualifying for your stipend. In addition, an attached .pdf document contains detailed instructions for generating and submitting each deliverable.

2023 Deliverables Timeline

- Email your MSU PID to Starr Portice for CCF stipend registration prior to **5:00pm January 9th**

- Post Written Project Proposal to this MS Teams folder prior to **5:00pm January 9th**

- Post Project Proposal Slides to this MS Teams folder prior to **5:00pm January 12th**

- Present 'in-person' your Project Proposal Slides at **2:00pm January 13th**

- Post Written Project Proposal-Update1 to this MS Teams folder prior to **5:00pm February 20th**

- Post Project Proposal Slides-Update1 to this MS Teams folder prior to **5:00pm February 23rd**

- Present 'in-person' your Project Proposal-Update1 Slides at **2:00pm February 24th**

- Post Written Project Proposal-Update2 to this MS Teams folder prior to **5:00pm March 20th**

- Post Project Proposal Slides-Update2 to this MS Teams folder prior to **5:00pm March 23rd**

- Present 'in-person' your Project Proposal-Update2 Slides at **2:00pm March 24th**

- Post CCF Symposium Talk Title & Abstract to this MS Teams folder prior to **5:00pm April 17th**

 - Post CCF Final Project Writeup to this MS Teams folder prior to **5:00pm April 21st**

 - Present 'in-person' at the CCF Annual Symposium on **TBD**

Please read and retain the attached .pdf and follow the detailed instructions for each deliverable that I describe below to ensure that all requirements are met for the timely completion of your CCF project and the processing of your CCF stipend.

<u>Submit your MSU PID</u>

Prior to 5:00pm on January 9th, please send an email to ICER's Starr Portice, portices@msu.edu, that states you are a current Cloud Fellow and include your MSU PID so that Starr may register you for your CCF stipend. The stipend will be issued to you shortly after the conclusion of the fellowship i.e., after the Annual Symposium and upon verification of having completed the Project Writeup.

<u>Post your Written Project Proposal</u>

Prior to 5:00pm on January 9th, please submit an MS word document to MS Teams via the 'MSU ICER Cloud Fellowship – General' channel, where you will find a 'Proposals' folder in the 'Files' tab. Please name the file according to the following convention: <Lastname>_<Firstname>_01_09_2023.docx e.g., Parvizi_Mahmoud_01_09_2023.docx

MS Teams Link: MSU_ICER_Cloud_Fellowship_General_Files_Proposals

*** Updates to be submitted prior to 5:00pm on February 20th and March 20th ***

Your proposal should be <u>two pages in length</u> and follow the format of the fellowship application section 'Your research area and project' with the addition of the following: 1) a description of the specific cloud services you propose to employ, 2) a budget estimate for the Spring semester based on these cloud resources, and 3) a discussion on any perceived technical challenges you foresee as your project progresses. An outline of the proposal requirements is included below. Your proposal should be as detailed as possible within the two-page constraint. Pat and I will review your proposals and provide you with individualized written feedback.

Written Proposal Page 1.

 - **Abstract:** Briefly describe your research project and how it will take advantage of cloud computing services (one paragraph)

- **Justification:** Explain why portions of your research project are better suited to cloud computing services than to traditional computing i.e., on-campus high performance computing centers or lab-based desktop computers (one paragraph)

- **Future Impact:** Explain how this research project might carry forward your use of cloud computing services beyond the fellowship (one paragraph)

Written Proposal Page 2.

- **Resource Description:** List and describe in detail the cloud service resources you intend to deploy in support of your research project (one or two sentences for each cloud service)

- **Budget Estimate:** A detailed budget estimate for resource described in the previous section (one table)

- **Discussion:** Address any perceived technical challenges you foresee in the completion of this project by the Spring semester's end; ensure to include possible resolutions to each challenge (one or two paragraphs)

Post your Project Proposal Slides

Prior to 5:00pm on January 12th, please submit a .pdf document to MS Teams via the 'MSU ICER Cloud Fellowship – General' channel, where you will find a 'Slides' folder in the 'Files' tab. Please name the file according to the following convention:
<Lastname>_<Firstname>_01_12_2023.pdf e.g., Parvizi_Mahmoud_01_12_2023.pdf

MS Teams Link: MSU_ICER_Cloud_Fellowship_General_Files_Slides

*** Updates to be submitted prior to 5:00pm on February 23rd and March 23rd ***

Limit your presentation to **2 to 3 slides** and **5 minutes**

- Slide 1 should contain a *brief* description of the specific cloud resources you've employed, or attempted to employ, so far while preparing for your project; **1 to 2 minutes**

- Slide 2, and possibly slide 3, should contain a list and brief synopsis of the successes and more importantly the challenges with the specific cloud resources from slide 1; **2 to 3 minutes**

- Be prepared for a **discussion** amongst the cloud fellows regarding your successes and challenges with employing cloud resources; **~5 minutes**

Present 'in-person' your Project Proposal Slides

At 2:00pm on January 13th, present your project proposal slides in person. The intent of this session is fellowship in its truest sense i.e., you the fellows will discuss your successes and challenges with each other to connect with and assists those attempting to employing similar cloud resources. We will have your submitted slides preloaded on the projector for ease and speed of presentation.

*** Updates to be presented at 2:00pm on February 24th and March 24th ***

Submit your Symposium Talk Title and Abstract

Prior to 5:00pm on April 17th, please post a MS Word document to the 'Symposium Talk Titles and Abstracts' folder under the 'Files' directory of our CCF MS Teams 'General' channel. The MS Word document filename should be '**abstract_<lastname_firstname>.docx**'; 'abstract_parvizi_mahmoud.docx' for example. The MS Word document must contain the title of your talk and an abstract i.e., a one paragraph summary of your cloud computing project.

MS Teams Link: [MSU_ICER_Cloud_Fellowship_General_Files_Symposium_Talk_Title_and Abstracts](MSU_ICER_Cloud_Fellowship_General_Files_Symposium_Talk_Title_and_Abstracts)

Submit your Project Writeup

Prior to 5:00pm on April 21st, please post a MS Word document to the 'Project Writeup' folder under the 'Files' directory of our CCF MS Teams 'General' channel. The MS Word document filename should be '**writeup_<lastname_firstname>.docx**'; 'writeup_parvizi_mahmoud.docx' for example. The MS Word document should be 2-3 pages in length and contain the sections described below.

MS Teams Link: MSU_ICER_Cloud_Fellowship_General_Files_Project_Writeup

1. Project Summary (~1 page in length)
   a. Describe the project and include the project's aims
   b. Describe the cloud resources you employed during the fellowship
   c. Describe the extent of the progress made towards the project aims to date

2. Successes and Challenges of the Project (~0.5 page in length)
   a. Describe any benefits derived from successfully employing specific cloud resources in your project
   b. Described any challenges you faced, are facing, or will face in employing specific cloud resources in your project

3. Training/Discussion Session Feedback (~0.5 page in length)
   a. Discuss the portions of the CCF training sessions (Fall Semester) and discussion sessions (Spring Semester) that you found <u>most helpful</u> in conducting your cloud-based research
   b. Discuss the portions of the CCF training sessions (Fall Semester) and discussion sessions (Spring Semester) that you found <u>least helpful</u> in conducting your cloud-based research
   c. Include any suggestions you may have for improving the training/discussion sessions

4. Lessons Learned (~0.5 page in length)
   a. Discuss the most relevant 'take-aways' from your work in porting your research project to the cloud
   b. Discuss how this experience will influence your approach to cloud-based projects in the future

<u>Annual Symposium</u>

The symposium is scheduled for TBD and **will be held in-person on the MSU campus**. The end-of year symposium is the culminating event where each fellow will deliver a conference style talk to a diverse audience of interested academic researchers, IT professionals, and university administrators on the outcomes of your cloud-based research project.

1. Limit your presentation to **8 minutes w/ ~5 additional minutes for questions**
   a. Include a brief description of the project 's aims
   b. Include your justification for employing cloud resources in your work
   c. Include a highlight of some of the specific cloud services you applied to your research project
   d. Include a discussion of some of the success and challenges of the project
   e. Include any outcomes and discussions of future work

2. Prepare your slides for a formal **In-Person Talk**
   a. Prepare your talk in advance and rehearse prior to the symposium (I'll be requesting formal titles and abstracts from you in the coming weeks for the official program)
   b. Ensure your slides are properly organized and the text style, size, and color are legible on a large projector screen in a large room.

As always, feel free to contact Pat and/or me via email or MS Teams with any questions you may have.

Best Regards,

Mahmoud Parvizi (he/him/his), MBA, PhD

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