



"Data Insights Improving Human Health"

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REDCap Services Form

Today's Date: _____

Name of Service Requestor: _____

Are you the Principal Investigator? Yes No

Name of PI (if applicable): _____ Name of Project Coordinator: _____

Name of Project: _____

Project Expiration Date: _____

Type of Service (please check all that apply):

1. **Project Set-Up:** \$300 per project for up to 3 users- \$50 per year per additional user. Includes one year of hosting, system maintenance and daily backups. Existing projects will not be charged the project set-up fee. CTSA-funded projects are **EXEMPT** from project set-up charges.
2. **Maintenance and Hosting:** \$100 per year per study includes 3 users. Includes hosting, system maintenance, routine support, and daily backups.
3. **Customization and expert support:** Provided at the rate of \$120 per hour for projects requiring customized solutions and extensive support including automated batch upload of data, custom report creation, custom software development, and systems integration using the REDCap APIs. An estimate of hours required will be provided prior to the initiation of work.
4. **Additional Users:** - \$50 per additional user per year. How Many? _____

GMS Worktags: **Cost Center** _____ **Fund** _____ **Program** _____ **Purpose** _____
 Grant _____ Gift _____ Assignee _____

Cost Center expiration date: _____

Check Payments: Please make the check out to Georgetown University.

Printed Name

Signed Name

Date

Please return this completed form via email to Services Coordinator, Shruti Rao at sr879@georgetown.edu or via mail with check payment to 2115 Wisconsin Ave NW, Suite 110, Washington DC 20007