

REDCap Chargeback Town Hall

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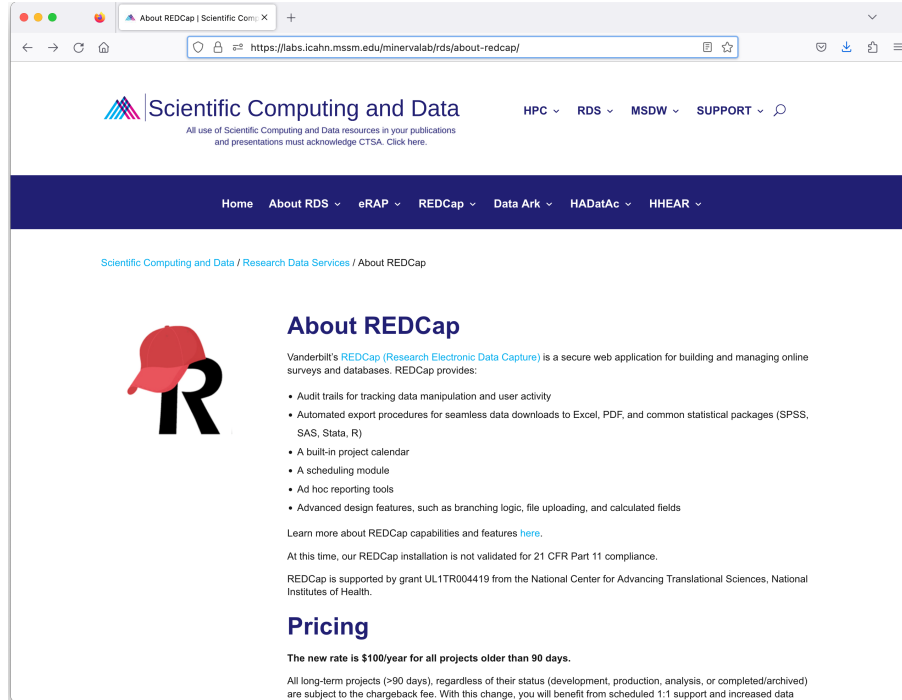
Scientific Computing and Data
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Icahn
School of
Medicine at
**Mount
Sinai**

REDCap Website

<https://labs.icaohn.mssm.edu/minervalab/rds/about-redcap/>



The screenshot shows a web browser window displaying the REDCap website. The browser's address bar shows the URL <https://labs.icaohn.mssm.edu/minervalab/rds/about-redcap/>. The website header features the "Scientific Computing and Data" logo and navigation links for HPC, RDS, MSDW, and SUPPORT. A dark blue navigation bar contains links for Home, About RDS, eRAP, REDCap, Data Ark, HADatAc, and HHEAR. The main content area has a breadcrumb trail: "Scientific Computing and Data / Research Data Services / About REDCap". On the left is a logo consisting of a red baseball cap and a large black letter 'R'. The "About REDCap" section describes it as a secure web application for building and managing online surveys and databases. It lists several features: audit trails, automated export procedures, a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced design features. A link is provided to learn more about capabilities and features. A disclaimer states that the installation is not validated for 21 CFR Part 11 compliance. It also mentions support from grant UL1TR004419 from the National Center for Advancing Translational Sciences. The "Pricing" section states a new rate of \$100/year for projects older than 90 days, with a note about long-term projects and chargeback fees.


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About REDCap

Vanderbilt's REDCap (Research Electronic Data Capture) is a secure web application for building and managing online surveys and databases. REDCap provides:

- Audit trails for tracking data manipulation and user activity
- Automated export procedures for seamless data downloads to Excel, PDF, and common statistical packages (SPSS, SAS, Stata, R)
- A built-in project calendar
- A scheduling module
- Ad hoc reporting tools
- Advanced design features, such as branching logic, file uploading, and calculated fields

Learn more about REDCap capabilities and features [here](#).

At this time, our REDCap installation is not validated for 21 CFR Part 11 compliance.

REDCap is supported by grant UL1TR004419 from the National Center for Advancing Translational Sciences, National Institutes of Health.

Pricing

The new rate is \$100/year for all projects older than 90 days.

All long-term projects (>90 days), regardless of their status (development, production, analysis, or completed/archived) are subject to the chargeback fee. With this change, you will benefit from scheduled 1.1 support and increased data

Plan for REDCap sustainability

Goal: Improve REDCap support and data protection

The problem with unpaid projects:

- Unpaid projects have an increased risk of losing data due to a lack of administrative controls
- Unpaid projects aren't backed up
- Unpaid projects can only receive 1:1 help at the one hour weekly Digital Concierge and time is limited
- System has accumulated many unused projects with growing storage needs

The solution is to update the chargeback model to:

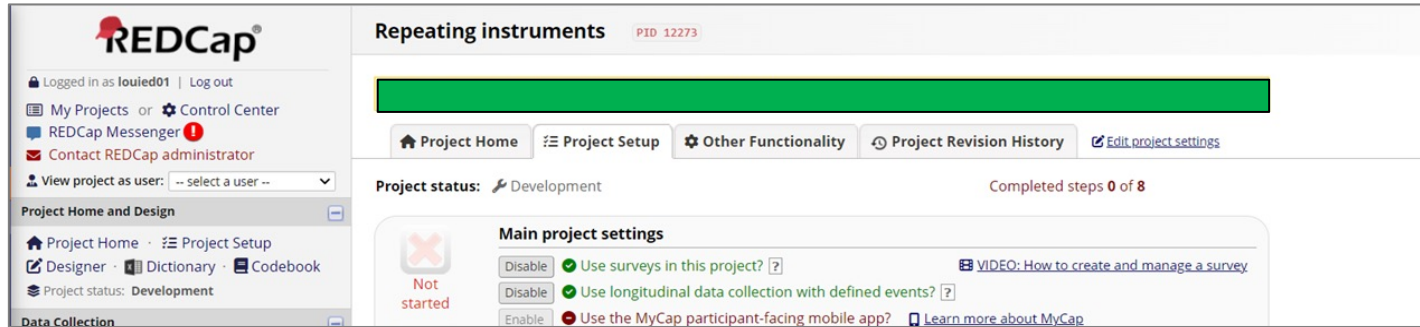
- Provide 1:1 support to all projects
- Improve data protection through administrative controls and backups
- Reduce unused projects

New REDCap Chargebacks (1)

- ▶ **The new rate is \$100/year for all projects older than 90 days.**
- ▶ All long-term projects (>90 days), regardless of their status (development, production, analysis, or completed/archived) are subject to the chargeback fee.
- ▶ With this change, you will benefit from scheduled 1:1 support and increased data protection when projects are moved to “production” mode.
- ▶ Paid projects will also be automatically backed up.
- ▶ Finance and Compliance approved this rate.
- ▶ If you intend to keep your project more than 90 days, you must provide a fund number, we will provide the link to do this on the REDCap page and our website.

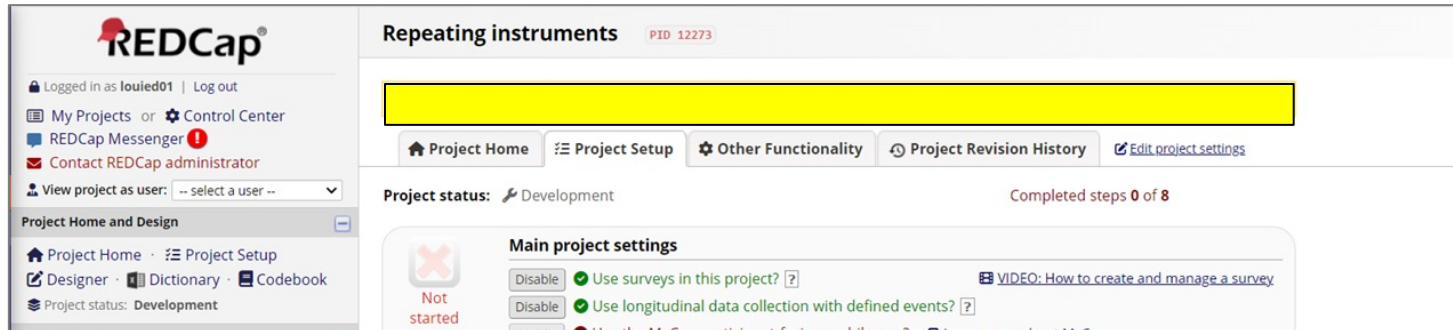
New REDCap Chargebacks (2)

GREEN BANNER: PAID



The screenshot shows the REDCap web interface. On the left is a sidebar with the REDCap logo, user information (Logged in as louied01), and navigation links for My Projects, Control Center, REDCap Messenger, and Contact REDCap administrator. The main content area is titled 'Repeating instruments' with a sub-header 'PID 12273'. A prominent green horizontal banner is positioned at the top of this section. Below the banner are navigation tabs: Project Home, Project Setup, Other Functionality, Project Revision History, and Edit project settings. The 'Project status' is 'Development', and 'Completed steps' are '0 of 8'. A 'Main project settings' box contains a 'Not started' icon and three settings: 'Use surveys in this project?' (checked), 'Use longitudinal data collection with defined events?' (checked), and 'Use the MyCap participant-facing mobile app?' (unchecked).

YELLOW BANNER: FIRST 90 DAYS/UNPAID



This screenshot is identical to the one above, showing the same REDCap interface. However, the horizontal banner at the top of the 'Repeating instruments' section is yellow, indicating a different status (first 90 days/unpaid) compared to the green banner in the previous image.

New REDCap Chargebacks (3)

Projects < 90 days	54%
Projects > 90 days	46%

- ▶ **Not all projects will need a fund number:**
 - ▶ 54% of all projects are used for less than 90 days (for example, one-time or short-term surveys), so none of these projects will incur a chargeback fee
 - ▶ Student, hospital QI and operations projects will be paid directly by MSHS
- ▶ To provide you with sufficient time to account for the chargeback rate in your 2024 budget, **payment for long-term projects is not due until January 31, 2024.**
- ▶ Please contact us if you want to discuss special circumstances.

New REDCap Chargebacks (4)

- ▶ **Unpaid projects will be deleted one year after the initial date of creation.**
- ▶ All unpaid projects (older than 1 year) will be deleted on July 1, 2024.

Key Dates

- ▶ **Starting on July 1, 2023**
 - **New** REDCap projects have an initial, fee-free 90-day period
 - **These new projects for 90 days, and PAID projects, will receive help through REDCap support tickets and can arrange 1:1 assistance**
 - **Rolling out banners so projects are marked as paid, or in first 90 days and unpaid**
- ▶ **Payment for 2023 is not due until January 31, 2024**
- ▶ **All unpaid projects (older than 1 year) will be deleted on July 1, 2024**

Questions & Answers

Fund numbers

Sinai Cloud Chart of Accounts (COA) website:
<http://coa.mountsinai.org/Home>

The screenshot shows a web browser window with the address bar displaying coa.mountsinai.org/Home. The page title is "Sinai Cloud Chart Of Accounts(COA)". The Mount Sinai logo is in the top left. A navigation bar contains six tabs: "GEAC To Cloud" (highlighted in pink), "Cloud To GEAC", "EBS To Cloud", "Cloud To EBS", "MediTech To Cloud", and "Cloud To MediTech". Below the tabs, the "Selection Criteria - GEAC To Cloud" section is active. It features a radio button for "Web View" (selected) and "Fund Number View". A search section includes a text input for "Legacy Cost Center / Fund" with the example "ex: 0104XXXX OR 0204XXXX", a "Legacy Cost Center / Fund Description" input, and buttons for "SEARCH", "RESET", "EXPORT TO EXCEL", and "EXPORT TO PDF". A "Select the Hierarchy" section contains dropdown menus for "Corporation", "Department/VP", "Division", "Legacy Cost Center/Fund", and "Legacy Cost Center/Fund Desc:". A note at the bottom right states: "* Pj/Sponsor details are available on selecting Fund Number View". The page footer is labeled "Sinai Cloud Values".

Sinai Cloud Chart Of Accounts(COA)

GEAC To Cloud | Cloud To GEAC | EBS To Cloud | Cloud To EBS | MediTech To Cloud | Cloud To MediTech

Selection Criteria - GEAC To Cloud

☒ Web View ☐ Fund Number View

☒ Search With Legacy Cost Center / Fund Number OR Description

Legacy Cost Center / Fund: Legacy Cost Center / Fund Description:

ex: 0104XXXX OR 0204XXXX

☐ Select the Hierarchy

Corporation: Department/VP: Division: Legacy Cost Center/Fund: Legacy Cost Center/Fund Desc:

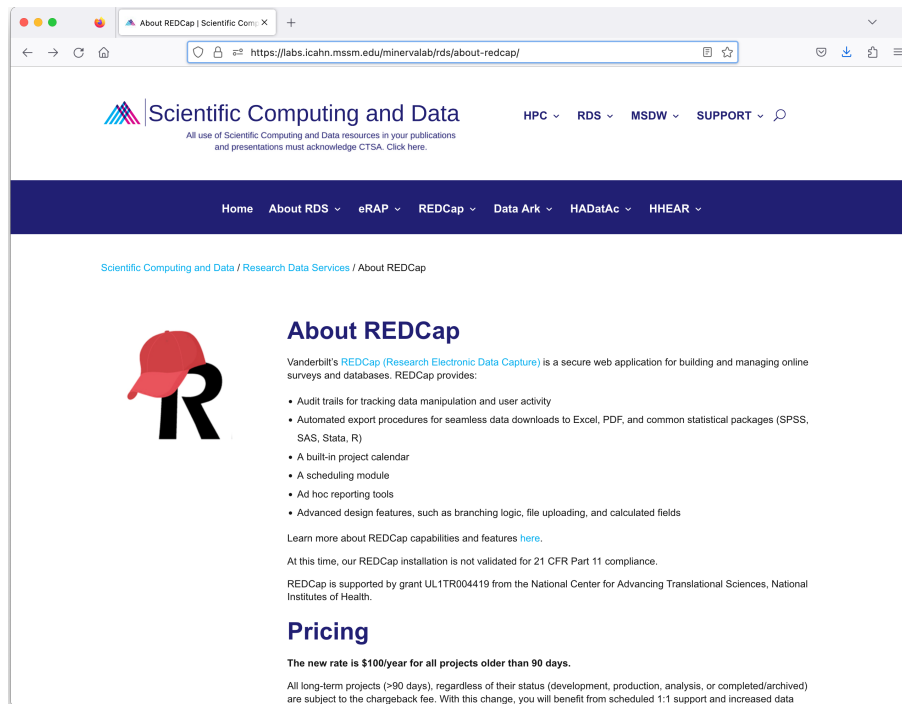
*Ledger Class filter is available only when Corporation MSM is selected. *Legacy Fund filters are available when Department / Division / Ledger Class is selected.

* Pj/Sponsor details are available on selecting Fund Number View

Sinai Cloud Values

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Thank you



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