

SMCH Information Services – Research Project Support for Fiscal Year 2023
Effective Date 2/15/2023

The Stanford Medicine Children's Health (SMCH) Information Systems (IS) Department is extremely proud to support the organization's mission of extraordinary care, continuous learning, and breakthrough discoveries. To ensure that limited resources are deployed equitably, effectively, and productively, the IS Dept, with support from the SMCH Clinical Research Support Office (CRSO), will deploy a new process to evaluate requests for research support and will charge a nominal fee to cover costs of support for approved research initiatives (Research requests **for IS support outside the dedicated Epic research informatics team**). This will ensure that all research projects have equal access to informatics resources and will bring equity & transparency to the resource allocation process.

Beginning Feb 15, 2023, all new research projects seeking support from IS should follow the below process:

Step 1: Submit the project through [SCH Research Intake Portal](#).

Step 2: The project will be reviewed and prioritized by Stanford Medicine Children's Health Clinical Research Informatics Governance Committee within 60 days

On approval, a quote with a statement of work (SoW) will be provided following the below guidelines.

Security & Architecture Review Board (ARB) review

Any project interacting with Stanford Children's IS network or storing/sharing PHI must be reviewed & approved by security and architecture teams as part of the ARB process.

Step 4: Investigator will be provided with a Fee Quote Agreement Form from IS to support their project.

The investigator will sign the Fee Quote Agreement Form and return it to CRSO. Suppose the Investigator would like to request an adjustment to the Fee Quote. In that case, a request for adjustment must be made in writing and with justification to IS Leadership for review and adjudication.

FY23 FEE SCHEDULE

- Hourly fee for IS professionals - \$135/ hr.
- The cost for storage / server space / any other IS resource be calculated on a case-by-case basis.
- Annual Maintenance Fee
 - o Projects which require continuous support spanning many years may incur an annual maintenance fee depending on the manpower & resources required.

All quotes & fees are subject to change on an annual or more frequent basis with adequate notice depending on the changes in IS costs. The CRSO Executive Advisory Committee reviewed and approved this new process and fee structure on 1/13/2023.



Natalie M. Pageler MD

Natalie M. Pageler MD
Chief Medical Information Officer
Email: npageler@stanfordchildrens.org
Date: February 1, 2023