Harvard Pilgrim Health Care Institute (HPHCI) Administrative Data Service Center (ADSC) Policy

Summary

The HPHCI Administrative Data Services Center offers services for the creation of custom datasets, and related analysis plan review and discussion, data extraction, analytical dataset preparation, variable derivation, programming and technical review, and administrative management. For the purposes of this document, "Requesting Investigator" (RI) is the investigator requesting dataset access and other services from the HPHCI Administrative Data Services Center., which we will refer to as the ADSC hereafter.

Service Center Fee Description and Eligibility

Why does an ADSC fee exist?

Grants for which HPHCI is either the prime site or has a sub-award fund relevant data management, data sharing, analytical dataset preparation, and analytical contributions. However, for collaborations and projects for which HPHCI receives no funding, this Service Center intends to support staff efforts for dataset preparation and other directly related data and administrative efforts. The fee is in place to provide funds to support the requested administrative and analyst effort on these projects.

What projects qualify for an ADSC fee?

A project qualifies for this fee if it meets the following criteria:

☐ HPHCI is not currently receiving or has not already received funds to support the proposed project.
☐ No new biospecimens are being collected.
☐ It is not possible to issue an award or sub-award to HPHCI.
☐ The requested data are not already available on a public data repository

Services

Requesting investigators may ask for the following services from the ADSC, and each will impact the calculation of the fee. Descriptions of each are below:

1. Analysis plan review and discussion

The assigned ADSC analyst will review the list of requested variables and proposed analysis. If the RI has any questions concerning the available data, derived data, or the feasibility of their data request, they can schedule an analytic discussion with the analyst assigned to their request.

2. Data Extraction and Dataset Preparation

Once the RI has all required approvals per the appropriate data policies and is ready to receive a data set, the ADSC analyst will extract the requested data from the secure data files and prepare a clean, annotated

analytic dataset for the RI. The analyst will share a comprehensive data dictionary along with the prepared dataset.

3. Derivation of variables from original data

Investigators are often interested in data derived from the original study data. If the requested variable has not previously been derived, we will assign the derivation work into one of three categories based on the level of complexity: fundamental, novel, or novel-advanced. ADSC personnel will assign the level of complexity and will share this determination with the RI prior to commencing work.

4. Learning reference data or external data sources

Some analysis plans may require ADSC analysts to learn how to use and integrate an external reference dataset or another external data source. If necessary, the ADSC fee estimate will include time to complete this additional work.

5. Programming and Technical Review

Investigators or their designee must send the relevant ADSC personnel, such as a Lead Research Analyst, their statistical program (code) and any related results text, tables, or figures for review before any publication or abstract submission. We strongly encourage junior investigators who are using the HPHCI data for the first time to send their code early in the process (e.g. before starting to write their manuscript or present data update) to avoid having to substantially change their results and interpretation thereof. Depending on the group, the technical reviewer may review all code/output and provide any needed feedback or revision to the RI or designee before submission of the manuscript.

6. An HPHCI analyst performing statistical analysis

If requested, an ADSC staff member can write the code and perform the statistical analysis. It will likely require additional meetings between the RI and the analyst to fulfill this request. The request for an ADSC staff member to perform the analysis will be reflected in the fee quote, with the exact amount dependent on the complexity of the project.

7. Administrative management

In addition to the data preparation and analysis-related services described above, all projects require data-related administrative efforts such as relevant documentation and site navigation, communications, and appropriate meeting set up.

Some requests may require additional administrative effort. These may be as follows:

1. **Data Agreement:** Some projects may require additional documentation. The preparation of this agreement will incur an additional charge included in the dataset preparation fee.
2. **Biospecimen use administrative effort:** For projects that request the use of existing biospecimens, there is additional work to create a sample pull list for the laboratory storing the samples. This involves an iterative process that HPHCI will manage, including drafting a data transfer agreement with a biospecimen addendum. A subcontract is often preferred to cover this work, but in some exceptional cases, additional funds may be requested for the ADSC to oversee the use of existing biospecimens.

HPHCI Administrative Data Service Center Fee Charges

Fee expectations and communication

The ADSC will calculate fees on a project-by-project basis. Upon the proposal of a project, the HPHCI lead investigator(s) overseeing the dataset and relevant ADSC staff will determine where each requested service falls in our pricing model. The ADSC staff will set up a meeting or conference call with the RI to

discuss further details and clarify specifications. The ADSC will provide an accurate quote for the anticipated fee to the RI that includes the anticipated services and summarizes the deliverables according to the tasks requested. The quote will outline all the requested effort for the HPHCI staff that is contributing to the fee and an anticipated start and end date by which the services covered by the fee will begin and end. It will also cover relevant terms of the fee. At that time, the RI can indicate if they want to move forward with the project and pay the fee by returning a signed quote. Next, they will receive an invoice. Fees are non-negotiable once the RI signs the quote.

Charges

The quote includes four cost categories: administrative, dataset preparation, data management, and overhead.

The HPHCI team will evaluate and update HPHCI Service Center rates bi-annually. The HPHCI team will review rates for effort and update the rate documentation accordingly.

Project Amendments

Amendments to existing dataset preparation requests

It may be necessary to modify the data request mid-project. ADSC staff will review additional dataset preparation requests (e.g., the addition of a significant amount of data not included in the original proposal) and amend the fee if necessary.

An amendment to the original proposal must be completed if there are any of the following changes during the project:

- Significant increase in scope.
- Change in start and end date.

ADSC staff will follow-up with the RI for any additional fee requirements and paperwork prior to performing the additional work.