RERUN DATA or NEW NUTRIENT ANALYSIS ORDER FORM

FOR ADMINISTRATIVE PURPOSES, WE REQUEST THAT THIS FORM BE SUBMITTED WITH **EACH** REQUEST TO RUN NEWLY AVAILABLE NUTRIENTS FOR PREVIOUSLY ANALYZED FFQS or IF YOU HAVE LOST YOUR DATA PREVIOUSLY PROVIDED. (DO NOT SEND THE BILLING FORMS TO BRISTIAN JUSTICE.)

|  |
| --- |
| Investigator’s Name:Hypothesis:Email Address (**Required for WINZIP Attachment – provide 2 addresses)**:WINZIP file is sent using Partner’s Secure Transfer. **You must login in and pick up your data within 10 days**.If your institution will not receive zipped data files, please provide a home-based PC email address:**In what year did your participants complete the questionnaire?** |

|  |
| --- |
| Billing Name:Billing Address:Tax Exempt Number: Purchase order number: Is your study funded by federal grant? \_\_\_Yes \_\_\_NoPhone Number: Email Address:How will you likely pay your invoice? Wire transfer is preferred for orders over $1000.00Check\_\_\_  Wire Transfer\_\_\_ Date of Transfer\_\_\_\_\_\_\_\_\_ (email Bristian Justice: bjustice@hsph.harvard.edu for wire info)Harvard Internal Payment\_\_\_\_ (Harvard Affiliates Only. Email Bristian Justice: bjustice@hsph.harvard.edu for account string)**\*\*NOTE: All payments MUST have an identifier in the memo; NQSC (Invoice #);B.Justice 2-7866.** |

 We accept payments by check, wire transfer, or Harvard Internal Payment (Harvard Affiliates only).

 Credit cards are not accepted. Contact Bristian Justice at 617-432-7866 or bjustice@hsph.harvard.edu for information if paying

 by wire or internal transfer. For billing questions please contact Lauren Dougherty at 617-998-6615 or by email at

 **lwolfert@hsph.harvard.edu. \*\*Please do not send the Billing form for order requests to Bristian Justice.**

Please make checks payable to Harvard University.

 **DO NOT USE W9 Address as mailing address**

**SEND PAYMENT to:**

**Harvard T.H. Chan School of Public Health**

**ATTN Bristian Justice**

**Nutrition Department-Finance**

**Bldg.2, 3rd floor**

**665 Huntington Ave.**

**Boston, MA 02115**

 MEMO: **NQSC (Invoice #);B.Justice 2-7866**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SUBMITTING REQUEST FOR NEW NUTRIENTS OR DATA RERUNPlease circle the format you would like to receive: **EXCEL ASCII**  Please circle rate for FFQ type to be rerun with newly available nutrients:

|  |  |
| --- | --- |
|  |  Rate per Batch |
|  |
| FFQ: | $550\* | $1500 |

\*Less than 1000 observations**TWO** Email Addresses for Data Return: |

List new variables to be analyzed:

**IF A DATA RERUN IS REQUESTED, LIST VARIABLES TO BE ANALYZED**

When your data set was originally run, the nutrient tables reflected the time frame participants responded to the ffq. We will no longer rerun data for nutrients previously analyzed unless we have modified the database for a nutrient because of new methodology or improved food composition data. You will be expected to list **EACH** of the nutrients requested on your billing sheet. The list will be small and manageable, data will be more efficiently rerun, and it will also reduce the possibility that nutrients for an inappropriate calendar time might be used in place of the correct variables.