**REDCAP GRID22 ONLINE FFQ PROCESSING FORM**

Please contact Laura Sampson Kent at lsampson@hsph.harvard.edu to negotiate your rate.

Rates include an Administration fee, set up fee, data cleanup fee (if required) and the cost per food frequency questionnaire (ffq) for analysis of submitted ffq data.

A standard one-time ADMINISTRATION fee of $3,000 will be required for all online ffq processing. Proof of payment will be due before the REDCAP FFQ is distributed.

**Additional costs** will depend on whether or not Harvard hosts the redcap survey.

A one-time set up charge will need to be paid to Jennifer Hankins as a consultant at the rate of $1,500 if we host your survey. If we provide the REDCAP survey to you and you collect the redcap data independently then the rate will be $1,000.

Rates will also be affected by the quality of the data received

If your data arrives and is unable to be processed through our automated system, then there will be an additional fee of $150.00 per hour paid to Steven Stuart.

Proof of payment to Jennifer Hankins and Steven Stuart will be required before any submitted data is analyzed.

WE REQUEST THAT THIS FORM BE SUBMITTED WITH **EACH** REQUEST TO ANALYZE YOUR QUESTIONNAIRE. (DO NOT SEND THE ORDER FORMS TO BRISTIAN JUSTICE.)

(Please make copies for use with each submission).

Investigator’s Name:

Hypothesis/Purpose:

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.

Billing Name:

Billing Address:

Tax Exempt Number:

Purchase order number:                                                    Is your study funded by federal grant? \_\_\_Yes \_\_\_No

Phone Number:

Email Address:

How will you likely pay your invoice?

Wire transfer is preferred for orders over $1000.00

Check\_\_\_

Wire Transfer\_\_\_               Date of Transfer\_\_\_\_\_\_\_\_

 (email Bristian Justice: bjustice@hsph.harvard.edu for wire info)

Harvard Internal Payment\_\_\_\_

 (Harvard Affiliated Only. email Bristian Justice: bjustice@hsph.harvard.edufor 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 ADMINISTRATION FEE**

**Please circle to select ADNINISTRATION FEE.**

|  |  |
| --- | --- |
| **ADMINISTRATION FEE** | **$3,000** |

**SUBMITTING REQUEST FOR NUTRIENT ANALYSIS OF REDCAP ONLINE FFQ**

Please circle the format you would like to receive:    **EXCEL        ASCII**

Please provide the filename(s) of submitted data:

|  |  |
| --- | --- |
| FILENAME | RATE PER BATCH |
|  | $10.00 per record for studies with < 10K records$6.00 per record for studies with > 10K records |

**PEOVIDE TWO** Email Addresses for Data Return: