



February 27, 2024

Dear CCDA Data Adjunct Supervisor or Department Chair/ Organizational Leader,

Over the past seven years the Core for Clinical Research Data Acquisition (CCDA) has supported the data adjunct program to facilitate access to institutional data for clinical research purposes. We have been pleased to include your data adjunct(s) in this program. As part of this program the CCDA develops and delivers training sessions, relays current best practices, and provides individual project guidance and reviews. The CCDA data adjunct program has been very successful in helping research study teams receive data in a timely manner and continued demand. We need continued support from sponsoring departments/organizations to support the program so we can invest in support staff to ensure the adjunct program continues to grow and thrive.

Therefore, effective fiscal year 2024, we will be implementing the following fee structure for participating in the CCDA adjunct program. A CCDA staff member will reach out to your department this Spring for you to provide an IO number to bill annual charges:

- Annual support fee: \$5,000 per CCDA adjunct and \$4,000 per registry data manager. CCDA adjuncts have access to pull data from various institutional data sources and thus typically require more CCDA staff support; registry data managers are limited to the data in their provisioned registry and need less support.
- One-time onboarding fee: \$5,000 for new CCDA adjuncts and registry data managers. This fee covers interviewing candidates proposed by the sponsoring department, initial training, mentoring, and review. This fee is in addition to the annual support fee.

These fees will permit us to appropriately staff the CCDA so that we can respond quickly to adjunct requests and support them in a sustainable way. We continue to add new technologies and adjunct capabilities, such as de-identification training, adjunct-conducted IRB alignment reviews, OMOP, Databricks licenses and training for access to PMAP, data science workshops, and to be discovered needs of the CCDA adjunct and registry data manager community.

We look forward to continuing to work with you and your adjunct to continue to grow the CCDA adjunct program to meet the needs of the clinical research data analysis community.

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