THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES | CENTER FOR
RESEARCH
INFORMATICS

Clinical Research Data Warehouse (CRDW) User Guide
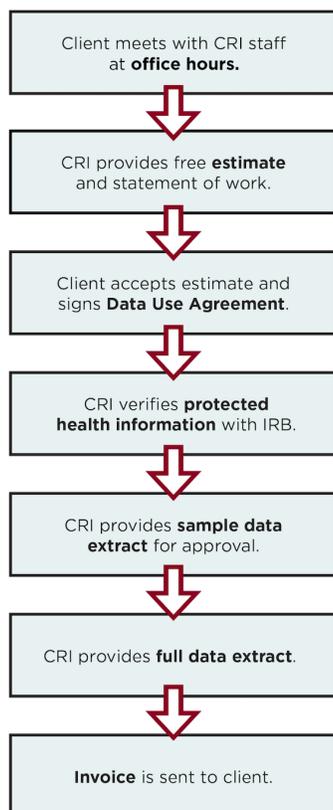## for University of Chicago researchers

Office Hours

Data requests begin with an in-person consultation at CRDW Office Hours. Get started with your data request by booking an appointment on our website. CRDW office hours are an opportunity for researchers to initiate data requests, discuss the status of requests in progress, and explore the data available for research. The discussion at this initial meeting also allows the CRDW team to develop a good-faith estimate for each new request.

> **CRDW OFFICE HOURS**
>
> **Date/Time:** by appointment
> **Location:** Medical Center N161
>
> Directions to N161

The Data Request Process

Client meets with CRI staff at **office hours.**

CRI provides free **estimate** and statement of work.

Client accepts estimate and signs **Data Use Agreement**.

CRI verifies **protected health information** with IRB.

CRI provides **sample data extract** for approval.

CRI provides **full data extract**.

Invoice is sent to client.

The data request process is initiated with an office hours meeting between the client and CRI staff. Our staff use the information gathered at this preparatory meeting to develop a good-faith estimate of the time required for the request. This estimate and a statement of work are presented to the user for approval. We are committed to supporting all BSD groups, and will work with each user to develop an acceptable timeline and total cost.

All data requests are submitted through the ACReS data request form found here.

Before fulfilling a request, the CRI verifies any protected health information requested with the IRB. A sample data extract is provided for user approval before the full data extract is provided. Once the request is complete, an invoice is sent to the client. The average turnaround time for a data request is 4-6 weeks; however, this may change based upon available resources and the complexity of the request. Expedited requests may be possible for an additional fee, depending upon availability (see chargeback model on page 2 for details).

Chargeback Model

CRDW services are partially subsidized by generous support from the BSD Dean's Office and the Institute for Translational Medicine (ITM). Office hours consultations and the time spent refining requests and developing estimates and statements of work are provided free of charge. Time spent fulfilling data requests is then billed based on whether the request is standard, expedited, or urgent.

The CRI is committed to supporting all BSD groups, and our team will work with you to develop an acceptable timeline and total cost.

In addition, we've partnered with the ITM to expand their Core Subsidy Program to include grants for CRDW data requests. Approximately 15 awards are made each grant year on a rolling basis, with each applicant eligible for one award of up to $1,000 each year. For information on the application process, visit the ITM.

STANDARD	EXPEDITED	URGENT
$95 per hour	**$200** per hour	**$200** per hour
• average 4-6 weeks • depends on availability and complexity	• complete in 2 weeks • subject to availability	• **+ $1500 rush charge** • complete in 3 business days • subject to availability

Further Resources

For more in-depth information about using the CRDW, please see these documents on our website:

- Obligations of CRDW Data Requestors

- CRDW Policies and Workflows

- Step-by-step instructions for retrieving your CRDW data

- Acknowledging the CRDW in a grant proposal or paper

If you have any questions, please reach out to us at datarequest@bsd.uchicago.edu.