This form should be completed if a project would like access to a new CCQI data source managed by Sheps(DATA)+. Completed forms should be submitted by email to shepscentral@unc.edu.

# Requester Information

Name

Email

## Position/Title

## Organization

*Certain services are only available to permanent UNC employees and students. This does not include affiliates or adjunct faculty.*

[ ]  UNC

[ ]  Other:

## School, Department, or Center

# Project Overview

## Project Name

## Principal Investigator

## Is Principal Investigator a Student/Is this project a dissertation?

If yes, please provide faculty advisor information

[ ]  Yes [ ]  No

### Faculty Advisor Name

### Faculty Advisor Email

     Project Start Date

## Project End Date

## IRB Number

## Project Phase

[ ]  Proposal

[ ]  Awarded

[ ]  In Progress

[ ]  Other:

## Brief Project Summary

Please provide a brief (250 words or less) summary of your project and how you anticipate Sheps(DATA)+ supporting your work. Feel free to attach any proposals or other documentation as needed.

# Funding Information

## Acknowledgement of Costs

Sheps(DATA)+ operates as a UNC Research CORE. Projects incur costs for using data offered by Sheps(DATA)+. Basic data request guidance and consultation is offered free of charge. If/when your request is approved, you will be expected to cover the cost of data prep and applicable research computing fees (at minimum). Particularly data sources may be subject to additional fees as determined by the data owners. Sheps(DATA)+ and CCQI are committed to facilitating student and unfunded research as much as possible.

*If you are concerned about costs, please reach out to Sheps(DATA)+ staff to understand expected fees for your planned project. Sheps(DATA)+ and CCQI are committed to making healthcare services data available to all UNC Researchers*.

Current Rates

Rates are subject to change based on periodic adjustments.
Data Analytics - $115/hr
Research Computing Fee - $6,500/seat[[1]](#footnote-2)/year

[ ]  I acknowledge there will be costs associated with receiving and using Sheps Data.

## Project Funding Status

[ ]  Funded

[ ]  Not yet funded

[ ]  Unfunded

[ ]  Other:

## Funder Type

[ ]  Grant

[ ]  Contract

[ ]  Institutional/Departmental Funds

[ ]  Other

## Chartfield String

## Funding Start Date

## Funding End Date

## Amount allocated to Sheps(DATA)+

## If your project is not yet funded or unfunded, please briefly describe your plan for covering the costs of this data request:

# Project Methods and Rationale

## Review Criteria

The oversight committee will use the following criteria to review your proposal:

* Is the research question one that is important to be answered, for North Carolinians or to the U.S. health system as a whole, either from a policy or practice perspective?
* Can the research question be adequately answered using the requested data, i.e. an adequate number of cases, necessary data elements available and specified, data quality adequate for key data elements?
* Is the proposed methodology sound and viable with respect to the research questions, population and data requested?
* Does the research team possess the requisite skills/experience and proposed resources to conduct the research with high standards and in an adequately specified time frame?

Instructions: For each of the following, provide a brief (250-500 words) response. You may also attach supplemental information as needed.

## Aims/Research Questions

## Methodologies

## Population of Interest

## Expected Results and Policy Implications

## Benefit to data owner

# Personnel

Complete a row for each member of the project team. Individuals with direct access to the data may be required to review and sign additional agreements, depending on the data sources requested.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Email | Onyen | Project Role | Key Contact? | Direct Access to Data? |
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# Data Extract Specifications

## Data Source(s)

[ ]  BCBSNC Claims

[ ]  NC Medicaid Claims

[ ]  NC State Health Plan Claims

[ ]  NC Hospital Discharge

[ ]  Medicare 20% Sample

[ ]  UNCHealth EHR Data via CDWH

[ ]  MarketScan

[ ]  SEER Medicare

[ ]  Healthcare Cost and Utilization Project (HCUP)

[ ]  Other:

## Data Start Date

e.g., if you would like claims from 2015 onward, enter 01/01/2015

## Data End Date

Can be a future date. If you require updated data over the course of your project, enter the date you expect to need data through (e.g., if your project while run through 2050 and you want all claims data through that year, enter 12/31/2050).

## How often will you need your data refreshed?

[ ]  Never (One time pull)

[ ]  Quarterly

[ ]  Yearly

[ ]  Other:

## Population description

e.g., Members age 18 and older

## Other selection criteria

e.g., Diagnosis of COPD, specific ICD9 diagnosis or CPT procedure codes

## Key data elements requested

Note key data elements (including PHI) here. For each data source, a more detailed documentation of specific variables will be required. This is meant to be a summary. Data dictionaries are available on [website](https://www.shepscenter.unc.edu/data/claims-data-ccqi/data-dictionaries/). Additional looks-up tables are available upon request.

1. A “seat” roughly equates to one project-user. The same user working on multiple projects may be required to pay for a seat for each project. Conversely, one project may only need one seat or a fraction of a seat for multiple users. [↑](#footnote-ref-2)