

Custom Projects Procedural Document

Procedure for purchasing custom project:

- Please review the rate and service document prior to submitting your request for proposal (RFP)
- Please submit request for proposal using the system
- You will be contacted for follow up information by the IT unit within 2 business days of your request
- Once agreement upon a scope of work is reached a quote will be submitted to you and DEPH accounting (Adriana Tierney) in within 5 business days
- If you are a client outside of the DEPH the quote will not be sent to the accountant b/c we do not have that information
- Client and accounting must approve the quote and execute an IDR for payment.
- Copy or original of approved quote and IDR number must be submitted to Ophelia Hernandez by accounting (DEPH) or the client (outside of DEPH) prior to initiating any work

Procedure for requesting quote for grant proposal budgeting purpose

- Please review the rate and service document prior to submitting your request for proposal (RFP)
– Please state in your request that this is for Grant Preparation purposes only and provide the deadline, project title and PI information.
- Please submit your request via email to ohernandez4@med.miami.edu and please copy jcarretero@med.miami.edu
- You will be contacted for follow up information by the IT unit Once agreement upon a scope of work is reached a quote will be submitted to you and DEPH pre-award (Janice Carretero). Quotation must include at a minimum the project title and PI so that Janice can identify what proposal it is in reference to.
- Janice Carretero will confirm with you the project needs to be budgeted in the category of other.
- The following statements should be included with all budget justifications involving the IT cost center
 - The primary role of the IT Services Core team is to design systems that ensure the highest degree of accuracy, timeliness, safety and security of study data. This is vital for reliable interpretation during data analysis, and reproducible results in future studies. The IT Services Core has created systems of checks and reporting capabilities proven

throughout many clinical and assessment trials conducted at the University of Miami's Department of Epidemiology and Public Health and other groups within the University's Department of Epidemiology.

- In addition, in the budget justification, breakdown as to how the quote was obtained (rate description, hours, hourly rate, etc.) must be broken down in detail much like the way participant payments is broken down by participant. This will help reviewers.