REDCap Fee Structure

Frequently Asked Questions & Answers
Why are there REDCap fees now?

• There have always been REDCap costs for infrastructure and user support.
• These costs have been subsidized by the institution and the CTSA grant.
• Beginning July first this subsidy will no longer be available
What are the fees?

• Project Initiation
  – One time fee based on the project category
• Project Maintenance
  – Monthly fee
• User Access
  – Annual fee
What are the project categories?

• Project categories are based on the number of data fields in a project.

• The size reflects an estimate of the amount of effort required to review projects for design, testing data entry and exported data, Good Data Practice and HIPAA compliance (where applicable).

• These categories are based on the last four (4) years of REDCap data.
Project Category

• There are four (4) categories of REDCap projects
  – I - < 20 fields
  – II - 21 – 200 fields
  – III - 201 – 1200 fields
  – IV - > 1200 fields
Project Initiation Fee

- Category I  $0
- Category II $450
- Category III $1,200
- Category IV $3,000

This one time fee covers the costs of a project review: project design, testing data entry and exported data, Good Data Practice and HIPAA Compliance.
Maintenance Fee

• The maintenance fee goes towards the cost of infrastructure to support the REDCap application and data.

• The fee is $15/month for each project (Category II – IV) in production status
  – This does not include archived projects or those in development
  – The maintenance fee is billed quarterly
User Access Fee

• The user access fee applies to account maintenance and general user support.
• The fee is $10/year for each user (Category II – IV) per PI
  – Example: The PI is billed for each user who can log into their project(s)
• The fee is assessed annually in the 4th quarter of the year
Fee Summary

• Archived projects are **not charged** for being archived – either for maintenance or access.
• Maintenance fees\(^1\) (Category II-IV $15/month) are billed quarterly.
• User\(^3\) Access fees\(^2\) (Category II-IV $10/year) are billed annually in the last quarter of the fiscal year.
Additional notes

• Projects which are in development or production greater than 7 days in a calendar month are subject to the $15 maintenance fee for that month.

• Users who have access to any project for greater than 15 days in a calendar year are subject to the $10 access fee.
  – User Access fees are charged to the PI of record for the project.

• User: defined as anyone who has an active account to a REDCap project. This **DOES NOT** include persons who respond to surveys.
Example 1

- Single survey with 12 questions sent to 500 participants
- Category = I
  - Initiation fee $0
  - Maintenance fee $0
  - User fee $0
Example 2

- Project with one (1) survey, a demographics form and a medical history form: 70 data fields, PI and 2 RA’s, active 18 months
- Category = II
  - Year 1 – total cost $660
    - Initiation fee $450, maintenance fee ($15 x 12) $180, User fee ($10 x 3) $30
  - Year 2 – total cost $120
    - Maintenance fee ($15 x 6) $90, User fee ($10 x 3) $30
Example 3

- Project with one (2) surveys, a demographics form and a 7 data forms with three visits (events): 580 data fields, PI and 2 RA’s, active 24 months

- Category = III
  - Year 1 – total cost $1,410
    - Initiation fee $1,200, maintenance fee ($15 x 12) $180, User fee ($10 x 3) $30
  - Year 2 – total cost $210
    - Maintenance fee ($15 x 12) $180, User fee ($10 x 3) $30
Example 3

- Multi-center trial with twelve (12) forms, 1350 fields, 6 sites, PI & two (2) CCs at each site. Duration 4 years (3 for study, 1 for analysis)

- Category = IV
  - Year 1 – total cost $3,360
    - Initiation fee $3,000, maintenance fee ($15 x 12) $180, User fee ($10 x 3 X 6) $180
  - Year 2 & 3 – total cost $360
    - Maintenance fee ($15 x 12) $180, User fee ($10 x 3 x 6) $180
  - Year 4 – total cost $210
    - Maintenance fee ($15 x 12) $180, User fee ($10 x 3 x 1) $30
Students, Fellows and Unfunded Projects?

• What about unfunded projects?
  – Student projects will be subsidized 100%
  – Fellow projects can request CCTS subsidy

• Other unfunded projects (current and after July 1st)
  – Can request CCTS subsidy up to 100%
    • Reviewed annually