**WPH Office of Academic Computing (OAC)| Pre-Initiation Project Charter**

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| **Date:** Click or tap here to enter text. |
| **Principal and/or Co Investigator(s):** Click or tap here to enter text. |
| **Department:** Click or tap here to enter text. |
| **Research Grant Title/Full Name,** if known: Click or tap here to enter text. |
| **Duration of Protocol/Application:** Click or tap here to enter text. |
| **Grant ID:** Click or tap here to enter text. |
| **PNUM:** Click or tap here to enter text. |
| **UPMCNO:** Click or tap here to enter text. |
| **Funding Agency and Mechanism** (e.g., NHLBI-R01): Click or tap here to enter text. |
| **Anticipated Date of Funding start:** Click or tap here to enter text. |
| **Anticipated Date of Study start:** Click or tap here to enter text. |

**Description of the Project(s):** What is the project intended to do or deliver? What are the objectives of its use?

**Who are the stakeholders** (research participants, participant family members, protocol members, OAC team, external collaborators, IRB, industry sponsors etc.)?

**When does the product need to be delivered?** *Please consider that product(s) will need to be in working order so that testing and feedback can be provided prior to study start.*

**Where will the application be used** (e.g., in clinic, outside of clinic, at home, etc**.**)?

**Who is your pre- or post- award specialist? Is there a specified dollar amount budgeted for OAC services?**

**Is there an anticipated National Institute of Mental Health Data Archive (NDA) component of the project? If yes, please elaborate:**

**Are there any assumptions for project use?** (e.g., Location of WDX collection will have wireless access).

**Are there any limiting factors, constraints or risk factors** (e.g., Pending IRB approval, recruitment issues, etc.)?

**What is your level of experience with Microsoft Access?** (e.g., New User, Intermediate, Experienced)

**Expectations for development – please describe your expectations of the OAC group in relation to protocol start-up and ongoing product support:**

*The* [*OAC website*](https://oac.pitt.edu/) *can be referenced to get a better understanding of offered OAC services, in addition to providing a listing of current available features and functionalities.*

*In addition, if available, sharing copies of the IRB Protocol document and/or flow charts that provide the high-level study design, is always helpful and very appreciated.*