

University of Puerto Rico (UPR)
Medical Science Campus (MSC)
Center for Collaborative Research in Health Disparities
Integrated Informatics Service
(RCMI U54 Program)

The **Research Infrastructure Core – Integrated Informatics Service** of the **RCMI Program (RCMI – IIS)** is providing three main areas of services to meet the objectives established by the program. These areas are Health Informatics, Bioinformatics and Operational Informatics.

IIS SERVICES

The **RCMI – IIS overall goal** is to provide one point of contact to assist researcher at MSC – UPR with integrated informatics solutions such as health informatics, bioinformatics and operational informatics, as they apply to the biomedical research. To achieve this goal we plan to:

- **Provide research-computing support** by ensuring large-scale datasets are managed reliably and securely while having access to world-class computational resources,
- **Implement bioinformatics data analysis** by supporting analysis of next generation sequencing data, as well as integrating results with public data
- **Offer training and promote outreach** by ensuring our collaborators can re-analyze their data and by offering workshops and individual training to use the available bioinformatics and health informatics tools
- **Create programs or scripts** to help investigators process and organize data in a file with the necessary specifications needed to be analyze.
- **Use REDCap** to provide a tool to collect and save clinical data o their investigation projects, as well as provide orientation and training oriented to data collection and management, quality control, and other aspect.
- **Install, update and upgrade hardware and software** use by the RCMI and other users at MSC – UPR.
- **Technical Support for computer-operated instrumentation and cloud base storage system** for the investigations projects, RCMI and MSC facilities.

Fee for service

Consultations by non-RCMI investigators will be billed at \$25-100 after the initial meeting depending on the complexity of the required service(s). This charge ensures that we can flexibly assign the right combination of expertise to specific tasks. We will provide an estimate of the number of hours required, a quote and a start date as part of our Memorandum of Understanding along with the information of the project (See **Annex A** and **Annex B** below). During the project users will receive detailed monthly billing updates and ongoing analysis results via emails and/or meetings.

Contact

For additional information related to RCMI – Integrated Informatics Services please contact the Core Director, **Dr. Abiel Roche-Lima** by email at abiel.roche@upr.edu. And phone by +1 787 7582525x2669

ANNEX A - MEMORANDUM OF UNDERSTANDING

RCMI - INTEGRATE DIFORMATICS SERVICES (RCMI-IIS)

The RCMI-IIS preliminary services will focus on supporting researchers with 1) deployment and maintenance of databases and software tools to support ongoing projects the management, 2) integration and contextual analysis of molecular data, 3) support of software and hardware installation and other services.

REQUEST PROCESS

- (1) Groups and individuals interested in working with RCMI-IIS should make initial contact with Dr. Abiel Roche-Lima, Director of the RCMI-IIS core, (abel.roche@upr.edu) to discuss the nature of work and how we could assist you. The initial consultation is free of charge.
- (2) Dr. Roche-Lima will work with the requestor to determine the specifications of the project work, and will then create a time estimated fee with deliverables.
 - (a) RCMI-IIS will charge an hourly rate (currently set at \$25-100/session depending of service complexity), which covers all involved personnel, computing time, basic data storage cost, and all other technical expenses.
 - (b) The requesting researcher and Dr. Abiel Roche-Lima will discuss authorship, according to NIH definition. The RCMI-IIS does not require co-authorship on studies using data generated solely by using off-the-shelf software on a fee-for-service basis by our core. However, in cases where significant intellectual contributions are made by RCMI-IIS core member, co-authorship will be requested if it follows commonly-accepted scientific practice (also see the *Authorship* section below).
 - (c) Prior to the start of the project, the requesting researcher will:
 - i. Initiate a service request by accessing the link: <http://centit2.rcm.upr.edu/>. (Once logged in, select the queue called "CentIT2/IIS".)
 - ii. Inform RCMI-IIS staff of any security requirements or confidentiality agreements associated with shared data. Please initial here to acknowledge this requirement: _____
 - (d) The requesting researcher will provide basic information of the project by filling in the form included in the **Annex B**.
- (3) Once the project costs and deliverables have been proposed, the requestor will sign off on the project. Project completion will be defined according to the scope and deliverables of the project.
- (4) Progress reports and billing information will be provided together with detailed timesheets on a monthly basis. Project progress will be documented, as well as all data sets; results and documentation will be shared at regular intervals, by emails and/or personal meetings.
- (5) Groups and individuals will provide associated grant information to RCMI – IIS, because these results should be included as part of RCMI-IIS project report process.

ACKNOWLEDGEMENT

Each publication, poster or document that results from utilizing National Institutes of Health (NIH) grant-supported services must include an acknowledgement such as:

"This project was partially supported by the National Institute on Minority Health and Health Disparities of the National Institutes of Health under Award Number U54 MD007600."

AUTHORSHIP

Authorship will be determined according to the criteria specified by the International Committee of Medical Journal Editors.

(<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)

ABOUT RCMI – IIS

RCMI – IIS staff handles biomedical data analysis, scientific systems administration, software and algorithm development, and molecular data analysis. RCMI – IIS offers a broad range of informatics support and consultations. The best practice should be requests the range of our basic services on research computing, bioinformatics tools, computational biology and computational support during initial stages of project study design and grant proposals.

CONTACT US

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I acknowledge receipt of this memorandum:

Name of Investigator/ Group Leader

Date

Dr. Abiel Roche-Lima

Date