**Project Title:**

**Project Sponsor:**

**Description:**

* **Describe proposed project for Research 2025**
* **What will this project accomplish?**

**Background**

* Describe current state or other relevant historical information
* RDW or Service Areas affected

**Assessment/Analysis**

* **What Research 2025 Tactics does this project support and how?** 
  + **4.3.2.1**
  + **4.3.2.2**
  + **4.3.2.3**
  + **4.3.2.4**
  + **4.3.2.5**
  + **4.3.2.6**
* **Impact on Research**
  + **RDW Requests**: How will this project impact the number of requests of service for the RDW?
  + **Investigators Served**: How will this project increase the number of Investigators served at OHSU?
  + **Satisfaction**: How will this project improve satisfaction for research services in the RDW?
  + **Grants**: How will this project effect the number of grant dollars brought in by research at OHSU?
* **Outline the training needed for users or staff**
* **List any dependencies to the success of this project:**
* **Is a vendor required for this project?**
* **Costs:**

|  |  |
| --- | --- |
| **Category** | **Cost/Annual Cost $** |
| **Project Costs (**one time) |  |
| Software |  |
| Hardware |  |
| Staff Effort (FTE) – provide Break-down |  |
| ITG Effort (FTE) - provide Break-down |  |
| Other Project Cost |  |
| Project Subtotal |  |
| **Ongoing Cost** |  |
| Software Maintenance (Annual) |  |
| Hardware Maintenance (Annual) |  |
| Staff Maintenance Effort (Annual FTE) |  |
| ITG Maintenance Effort (Annual FTE) |  |
| Ongoing Subtotal (Annual) |  |
|  |  |

**Recommendations:**

Approval Committee: Research Data Governance;

Review Date:

Project Rating (1-5):

Priority(1-5):

Notes:

**Appendix A:**

**Prioritization Matrix**: This could be managed in Smartsheet or Qualtrics

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (5)Full Alignment | (4)Strong Alignment | (3)Moderate Alignment | (2)Some Alignment | (1)Minimal/ No Alignment | (0)N/A |
| **Research 2025 Tactics** |  |  |  |  |  |  |
| 4.3.2.1 |  |  |  |  |  |  |
| 4.3.2.2 |  |  |  |  |  |  |
| 4.3.2.3 |  |  |  |  |  |  |
| 4.3.2.4 |  |  |  |  |  |  |
| 4.3.2.5 |  |  |  |  |  |  |
| 4.3.2.6 |  |  |  |  |  |  |
| **RDW 2025 Metrics** |  |  |  |  |  |  |
| Total Requests |  |  |  |  |  |  |
| Unique Requestors |  |  |  |  |  |  |
| Satisfaction with Service |  |  |  |  |  |  |
| Revenue from Grants and Contracts |  |  |  |  |  |  |
| **General** |  |  |  |  |  |  |
| Ease of Implementation/Support |  |  |  |  |  |  |
| RDW future expandability/flexibility |  |  |  |  |  |  |