

FW: Please review and approve your CIDA Scope of Work Agreement - P1291Newman

Kroehl, Miranda

Mon 10/8/2018 10:49 AM

To: Branda, Megan <MEGAN.BRANDA@UCDENVER.EDU>; Trumble, Ilana <ILANA.TRUMBLE@UCDENVER.EDU>;

 1 attachments (436 KB)

CIDA Scope of Work Agreement - P1291Newman.pdf;

Hi Ilana and Megan,

Per below, once Sabrina's project is ready for analyses, we'll have Ilana tackle it. The SOW was written awhile back, and I've attached it here. This was done in the days of Glenda still, so there's a project folder already set up on the P drive. I'm not sure if there's anything set up in Freedcamp – if not, can one of you ask Mary (or the new PM if we get one hired!) to do so?

In terms of next steps – we'll have you set up a kickoff meeting for around the timeframe Sabrina indicates (whether it's now or later this fall). Before the kickoff meeting, we'll have you get the data so you can explore and see if there are any obvious / glaring concerns to discuss during the initial meeting. During that meeting, we'll have you set a timeframe for the remainder of the project. I recall this being fairly small and simple – I'd anticipate a few week turnaround for a full-time RA (e.g. 20 hrs), so a bit longer for Ilana, and we'll also account for holidays and finals in there.

Side note to both of you: We do anticipate our students take some time off during finals (or the whole week), then work a bit extra in January to make up the time. Sometimes students have easy finals weeks though, so it's not a necessity (and not something that needs decided now).

Best,
Miranda

From: Kroehl, Miranda

Sent: Monday, October 08, 2018 10:43 AM

To: Newman, Sabrina <SABRINA.NEWMAN@UCDENVER.EDU>; Moua, Mary <mary.moua@ucdenver.edu>; Branda, Megan <MEGAN.BRANDA@UCDENVER.EDU>; Trumble, Ilana <ILANA.TRUMBLE@UCDENVER.EDU>

Cc: Reema A. <reema.alsayegh@gmail.com>

Subject: RE: Please review and approve your CIDA Scope of Work Agreement - P1291Newman

Hi Sabrina,

Welcome back! Yes, we can certainly plan on starting the analyses in late November. We actually have a few additional students on our team this fall, so if you were ready to move forward sooner, we could accommodate that as well. I am copying in Ilana Trumble and Megan Branda, our student/faculty team who will be working with you on this project. Ilana is fairly open now if you do want to get started sooner. And if you want to hold off, they now have you on their radar and will reach out in mid-November to set up a kickoff meeting. Just let us all know.

Also, we've had a few changes in administrative personnel over the last several months – Glenda is no longer with us, and Mary Moua is our new Business Manager. I've copied her in on this so she knows this is coming. She'll be in touch to

confirm that speedtypes are the same (I think you were working on getting an extension – is that correct) and billing details are taken care of.

Best,
Miranda

From: Newman, Sabrina
Sent: Wednesday, October 03, 2018 9:27 AM
To: Kroehl, Miranda <MIRANDA.KROEHL@UCDENVER.EDU>
Cc: Reema A. <reema.alsayegh@gmail.com>
Subject: Re: Please review and approve your CIDA Scope of Work Agreement - P1291Newman

Dear Miranda,

I am back from maternity leave and I wanted to find out a time that analysis of our CEPS Telederm QI project could take place. Would it be possible to set a time for late November or early December?

I look forward to hearing from you.

Sabrina Newman, MD
Assistant Professor of Dermatology
Director, Inpatient Consult Service
Department of Dermatology | School of Medicine
University of Colorado

From: Crawford, Glenda
Sent: Thursday, March 1, 2018 11:30:29 AM
To: Newman, Sabrina
Cc: Kroehl, Miranda; Reema A.
Subject: RE: Please review and approve your CIDA Scope of Work Agreement - P1291Newman

Hi Sabrina,

We received your approval and speedtype for your CIDA project. We will reach out to you in late April to confirm the timing for this analysis.

Thanks,
Glenda Crawford, Project Manager
Colorado Biostatistics Consortium (CBC)
Center for Innovative Design & Analysis (CIDA)
Website: <http://cida.ucdenver.edu>

From: Crawford, Glenda
Sent: Thursday, February 22, 2018 8:58 AM
To: Newman, Sabrina <SABRINA.NEWMAN@UCDENVER.EDU>
Cc: Kroehl, Miranda <miranda.kroehl@ucdenver.edu>; 'Reema A.' <reema.alsayegh@gmail.com>
Subject: Please review and approve your CIDA Scope of Work Agreement - P1291Newman

Hi Sabrina,

Thanks for meeting with Miranda last week to discuss your project in more detail. Miranda sent me her notes before she left for her vacation, so I could put together this scope of work agreement for you.

Please review your attached CIDA Scope of Work Agreement, and complete the approval process using the link below.

Your Next Step: Approve your CIDA Scope of Work Agreement

(NOTE: You will need your CIDA Project Number: P1291Newman and Speedtype(s))

We will not begin working on your project until we receive your approval. Once we receive your approval, your CIDA Biostatistician will set up a meeting with you to discuss your project in more detail and get started on your project.

Please let us know if you have any questions.

Thanks,
Glenda Crawford, Project Manager
Colorado Biostatistics Consortium (CBC)
Center for Innovative Design & Analysis (CIDA)
Website: <http://cida.ucdenver.edu>