[Date]

[Faculty Contact Information]

**[RE: grant name and details]**

Dear [Faculty]:

I am delighted to hear that you are working on a research grant project involving REDCap. As you might know, REDCap is one of our core competencies. As the largest and most experienced REDCap service provider at UAB, we at Department of Medicine IT (DOM IT) assure you of professional and holistic support in creating an effective research database. Prompt assistance is available for initial training, project consultation, optimal design, and swift implementation.

DOM IT has two REDCap server instances including one for PHI data research studies. We have performed a risk analysis and have our system validated by a third-party auditor to mitigate the data security concerns for handling sensitive data, allowing us to be FISMA, HIPAA, and FDA (CFR 21 part 11) compliant. Our trailblazing secure infrastructure design has achieved national reputation and an award by the REDCap Consortium. The UAB Institutional Review Board (IRB) has already approved our REDCap for many research studies. We currently host ~700 PHI and Non-PHI research studies or surveys for investigators across UAB. We will work with you, the UAB data security team, and the UAB IRB team for quick approval to use REDCap as your research platform. DOM IT is ready to assist in providing customized REDCap enhancements and documents to submit to IRB and other funding/regulatory agency for PHI research projects. We are committed to providing you the most customer centric service that meets your research needs.

We look forward to working with you on this important and exciting research study.

Sincerely,

**Nazmul Islam**

Director of IT

UAB Department of Medicine