

## Research –Storage Guidance for Research Data (During the conduct of research)

| Storage Service  | Faculty/Student              | Storage Amount           | 2024 Cost                | 2025 Cost   | 2026 - + Cost | Use (Risk and Funding) | Requirements/Process for use  |
|--|------------------------------|--------------------------|--------------------------|-------------|---------------|------------------------|---|
| <b>Low to Medium-Risk Data</b>                                   |                              |                          |                          |             |               |                        |   |
| <b>WVU &amp; HSC Employees (including students who are paid)</b> |                              |                          |                          |             |               |                        |   |
| <b>Cloud Storage (Does not require VPN or Onsite Access)</b>     |                              |                          |                          |             |               |                        |   |
| Google Workspace   | Employee Faculty             | 5TB                      | \$0                      | \$0         | \$0           | Unfunded               | Available upon employment – No request needed   |
| Microsoft 365 OneDrive   | Employees                    | 5TB                      | \$0                      | \$0         | \$0           | Unfunded               | WVU Email Address: <ul style="list-style-type: none"> <li>Available upon employment – No request needed</li> </ul> HSC Email Address: <ul style="list-style-type: none"> <li>Helpdesk Ticket</li> <li>Dept approval is required for use (Chair)</li> </ul> PI can share directly with students using the Mix Email Account; external collaborators can be added without approval. |
| Microsoft 365 SharePoint Folder                                  | Employee - WVU Email Address | 2TB                      | \$0                      | \$0         | \$0           | Unfunded/Funded        | WVU Email Address: Help Desk or Local IT<br>HSC Email Address: Help Desk Ticket<br>*Some Data Analysis Tools won't work   |
| <b>On-Premise Storage – VPN Required or Onsite Access</b>        |                              |                          |                          |             |               |                        |   |
| Data Depot   | Employee                     | Over 2TB (in 5TB blocks) | \$31 per TB x5 = 155/yr. | TBD Consult | TBD Consult   | Unfunded/Funded        | Help Desk Ticket<br>VPN Required or Onsite  |

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|--|--------------------------------|-----------------------------|------------------------------|----------------|----------------|---|---|
| <b>Low to Medium Risk Data</b>                               |                                |                             |                              |                |                |   |   |
| <b>Students</b>  |                                |                             |                              |                |                |   |   |
| <b>Cloud Storage (Does not require VPN or Onsite Access)</b> |                                |                             |                              |                |                |   |   |
| Microsoft 365 OneDrive                                       | Enrolled Student               | 5TB<br>200 GB after leaving | \$0                          | \$0            | \$0            | Unfunded<br>Student Not Paid<br>Low Risk Only                         | Help Desk Ticket                              |
| Google Workspace   | Enrolled Student               | 5TB<br>200 GB after leaving | \$0                          | \$0            | \$0            | Unfunded<br>Student Not Paid  | Available upon enrollment – No request needed |
| <b>On-Premise Storage – VPN Requires or Onsite Access</b>    |                                |                             |                              |                |                |   |   |
| Data Depot   | Enrolled Student<br>WVU or HSC | Over 2TB<br>(in 5TB blocks) | \$31 per TB x 5 =<br>155/yr. | TBD<br>Consult | TBD<br>Consult | Unfunded/Funded<br>Student Paid Employee/Not Paid<br>Low -Medium Risk | Help Desk Ticket                              |

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|--|---|----------------|-----------|----------------|----------------|------------------------|---|
| <b>High-Risk Data</b>  |   |                |           |                |                |                        |   |
| <b>WVU &amp; HSC Employees</b>                               |   |                |           |                |                |                        |   |
| <b>Cloud Storage (Does not require VPN or Onsite Access)</b> |   |                |           |                |                |                        |   |
| Secure Microsoft 365 SharePoint Folder                       | Employees<br>HSC Email<br>Address – Default to this service | 2TB            | \$0       | \$0            | \$0            | Unfunded/Funded        | Help Desk Ticket <ul style="list-style-type: none"> <li>WV CTSI iLab Account</li> <li>Download Restricted</li> <li>Must Request to Add Others</li> <li>HIPAA Training</li> </ul> *Some Data Analysis Tools won't work   |
| <b>On-Premise Storage – VPN Required or Onsite Access</b>    |   |                |           |                |                |                        |   |
| Secure "Y" Drive   | Employees   | \$0            | Consult   | Consult        | Consult        | Unfunded/Funded        | Quantitative Data: <ul style="list-style-type: none"> <li>Help Desk Ticket</li> <li>WV CTSI iLab Account</li> <li>Download Restricted</li> <li>Must Request to Add Others</li> <li>HIPAA Training</li> </ul> Images/Video Data: <ul style="list-style-type: none"> <li>Funded/Proposal - Consult Required</li> <li>Unfunded – Use Data Protection Form to initiate a consultation</li> </ul> Help Desk Ticket <ul style="list-style-type: none"> <li>WV CTSI iLab Account</li> <li>HIPAA Training</li> </ul> *The VDI provides secure access to sensitive research data; storage is provided via the Y Drive. Be sure to include the storage cost in proposals as needed. |
| VDI & "Y" Drive  | Employees   | N/A            | \$0       | TBD<br>Consult | TBD<br>Consult | Unfunded/Funded        | Help Desk Ticket <ul style="list-style-type: none"> <li>WV CTSI iLab Account</li> <li>HIPAA Training</li> </ul> *The VDI provides secure access to sensitive research data; storage is provided via the Y Drive. Be sure to include the storage cost in proposals as needed.  |
| REDCap Data Capture  | Employees   | N/A            | \$0       | \$0            | \$0            | Unfunded/Funded        | WV CTSI iLab Account<br>HIPAA Training<br><br>*Also used for Surveys, Scheduling, eConsent  |

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| Students  |                         |     |     |                |                |  |  |
|---|-------------------------|-----|-----|----------------|----------------|--|--|
| Cloud Storage (Does not require VPN or Onsite Access) |                         |     |     |                |                |  |  |
| Microsoft 365<br>SharePoint<br>Folder - HIPAA         | Enrolled Student<br>HSC | 2TB | \$0 | \$0            | \$0            | Unfunded/Funded<br>Student Paid Employee   | Sponsored Account<br>Help Desk Ticket<br>WV CTSI iLab Account<br>Download Restricted<br>Must Request to Add Others<br>HIPAA Training<br>*Some Data Analysis Tools won't work   |
| On-Premise Storage – VPN Required or Onsite Access    |                         |     |     |                |                |  |  |
| HSC VDI & "Y"<br>Drive                                | Enrolled Student<br>HSC | N/A | \$0 | TBD<br>Consult | TBD<br>Consult | Unfunded/Funded<br>Student – Paid Employee | Help Desk Ticket <ul style="list-style-type: none"> <li>• WV CTSI iLab Account</li> <li>• HIPAA Training</li> </ul> *The VDI provides secure access to sensitive research data; storage is provided via the Y Drive. Be sure to include the storage cost in proposals as needed. |
| REDCap Data<br>Capture                                | Students                | N/A | \$0 | \$0            | \$0            | Unfunded/Funded                            | WV CTSI iLab Account<br>HIPAA Training<br><br>*Also used for Surveys, Scheduling, eConsent   |

### NOTES:

- **Please request a consultation if the dataset size exceeds the 5TB or 2TB limits for the plans noted.**
- **If the plans listed here will not meet the requirements for the research, please request a consultation before submitting a proposal or signing an agreement.**