

Instructions for Data Analysis

We look forward to assisting you in your data analysis project. We view this as a collaborative project and have developed a method that enables us to work more effectively. Please follow the steps outlined below and do not hesitate to contact us if you have any questions.

1. Please submit your request **8 weeks** before your deadline. We need to have at least 8 weeks to examine your project information: data, research background, hypotheses and study aims. Then, we will decide which statistical models to utilize.
2. Before you send your data, please read our **Data Submission Guidelines**.
3. Please note that for human research studies, you will need to add the biostatistician to *key personnel* in the IRB study protocol before you send the data to the biostatistician.
4. A face-to-face meeting in our office is required, in addition to email and telephone contact, to discuss the project and future collaborative efforts.
5. Please note that data analysis will be charged. We will discuss several things about the cost, including how many hours, rate per hour, how long it will take and how quickly you need the result. Following completion of this form and our initial meeting, we should be able to give you an estimate of the costs.
6. The biostatistician will be recognized by manuscript co-authorship.

Please read the instructions, and if you agree, sign your name.

Principal Investigator:
Print Your Name:
Signature:

Study Design and Data Analysis Center
Signature:

Date: