

# Biostatistics Consultation Service: Procedures & Guidelines

## Division of Biostatistics – Washington University School of Medicine

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### Overview

- The Division of Biostatistics provides biostatistical consultation in a wide range of areas including: statistical design of experiments and clinical trials, protocol development, database management, analysis of data and interpretation of results. These services are provided as part of the Institute of Clinical and Translational Sciences (ICTS) and/or our standard fee-for-service consultation as discussed below.
- Fee-for-service facility provides assistance to investigators both within WU and outside. Current fees posted at: [biostatistics.wustl.edu/consulting/Pages/Consulting](http://biostatistics.wustl.edu/consulting/Pages/Consulting).
- Available consultants include both faculty and staff members who are matched to the specific needs of the investigator and the project type.

### Requesting a Consultation

- All new consultation projects must have a Biostatistics Services Webform ([bit.ly/wubios](http://bit.ly/wubios)) completed and submitted.
- Requests will be triaged and the requestor contacted to set up a consultation time/place.
- Requestors must provide the necessary information for service tracking, and invoice creation purposes. (Invoices will be issued monthly for all services, detailing any applicable subsidies, whether full or partial.)
- For ICTS members, a Biostat Clinic is available on Tuesdays and Thursdays for up to 1 hour consultation appointments. (More information can be found at: [instant-scheduling.com/sch.php?kn=193605](http://instant-scheduling.com/sch.php?kn=193605).)

### Fees for Consultations

- Excluding the subsidy circumstances described below, all WUSTL investigators will be invoiced at full prevailing rates. **Please note updates to the Siteman Cancer Center section below dealing with partial subsidy for SCC members.** All non-WUSTL investigators will be invoiced at the external rates.
- ***Fully Subsidized*** Consultations:
  - a) The initial consultation meeting (up to one hour per project) when the scope and type of collaboration being requested are determined.
  - b) Services to refine a protocol for submission to an external funding agency will be fully subsidized for up to 4 hours. This includes our expectation that 1) Division of Biostatistics personnel will be included in the execution of the protocol and 2) appropriate reimbursement (percent effort or other expense as fee-for-service) will be included in the application.

Note: The 4-hour subsidy will not apply to center grants, program projects or other similar large, multicomponent projects for which special arrangements must be made to compensate for the effort involved in planning.
  - c) ICTS Clinical Research Training Center-affiliated postgraduate students will receive up to 4 hours of subsidized services per year.

- ***Partially Subsidized*** Consultations - Membership Subsidies:

- a) **Institute of Clinical and Translation Sciences (ICTS) Members**

- ✓ 25% subsidy paid by the ICTS for consultations which exceed the hours described above as fully subsidized.

Note: Investigators who need assistance to pay for consultation services are encouraged to consider applying to the ICTS Just-In-Time program ([icts.wustl.edu/icts-researchers/funding/funding-opportunities](http://icts.wustl.edu/icts-researchers/funding/funding-opportunities)). The JIT budgets are based on the full service rates without a subsidy.

- b) **Siteman Cancer Center (SCC)**

- ✓ As of 07/01/2015, the Division of Biostatistics will no longer provide biostatistical services through the Biostatistics Shared Resource Core. Therefore, if any SCC members seek consultation from us, all such services will be invoiced at full rates without any subsidy (unless they are members of the ICTS in which case that subsidy as noted above will apply).

Collaborations which result in publications are expected to adhere to the WU policies (<http://wustl.edu/policies/authorship.html>) with respect to the authorship of Division of Biostatistics personnel.

**Publication Citations:**

Include acknowledgement of UL1 TR000448 for ICTS subsidized activities in all publications

Questions should be submitted to Phil Miller ([JPhilipMiller@WUSTL.edu](mailto:JPhilipMiller@WUSTL.edu)) or Ken Schechtman ([ken@wubios.wustl.edu](mailto:ken@wubios.wustl.edu)).