

***What information will the statistician need before working on my study?***

- A brief description of the project is extremely helpful to the statistician. Be prepared to tell the statistician what your study aims and hypotheses are, what analyses you're looking for, and be sure to describe the study design.
- Sometimes it can be helpful to send your data to the statistician for review when you describe your study, but please make sure they know you will be sending it before you do so.
- Before we can work on your project, we need confirmation that the study has approval from the Institutional Review Board (IRB). Verbal confirmation is sufficient.
- Please de-identify all data before you send it to us. We cannot accept data that includes patient identifiers, such as medical record numbers or names, etc.

***What format should my data be in?***

Discuss this with your statistician. We often get datasets in MS-EXCEL, or SAS formats, but we can read data that come in many other formats as well.

***How long will it take the statistician to do the work and how much will it cost?***

After the statistician understands what type of work you need, he or she will give you an estimate of the number of hours it might take to complete, and when the work might be done. If the actual work-time begins to exceed the estimate, the statistician will contact you for permission to continue on the project. The fee for the project depends both on the number of hours the statistician spends on the project and the type of work needed. Please contact us for our current rates.

***If I pay for services, do I need to acknowledge the statistician in my publications?***

Yes. If the statistician has substantially contributed to the project and final manuscript, he or she should be included as a co-author. Many journals have guidelines about who should and should not be included as an author. Discuss consideration of authorship directly with your statistician. Please also be sure to cite the Tufts CTSI grant (UL1TR001064).