**Guidelines for Collaboration and Consulting Services Provided by Center for Surgical Outcomes Research Epidemiologists and Biostatisticians (Draft)**

***Investigators are expected to agree to the following policies when they make a project request.***

1. Services we offer
   * Database queries
   * Data management, cleaning, and manipulation
   * Assistance with study design
   * Statistical analyses
   * Preparation of tables and figures
   * Power and sample size calculations
   * Writing of statistical analysis sections of grant proposals, manuscripts, and abstracts
   * Writing and editing results sections of manuscripts and abstracts
   * Reviewing and editing final abstracts, manuscripts, presentations, and grant proposals prior to submission
   * Responding to grant and manuscript reviewers’ comments
2. Timelines for different types of projects
   * Abstracts: 6 weeks minimum after initial consultation. Must sign off on the final study protocol and provide a final, clean dataset (if not using a database we will query) no less than 4 weeks before the submission deadline.
   * Manuscripts: 8 weeks minimum after initial consultation. Must sign off on the final study protocol and provide a final, clean dataset (if not using a database we will query) no less than 6 weeks before the desired submission date.
   * Grant proposals: 6 weeks minimum after initial consultation.
3. Recommendations and Expectations
   * We recommend involving one of our epidemiologists/biostatisticians fromthe very beginning of the project (prior to data collection or extraction). This will facilitate optimal study design and analysis.
   * The Principal Investigator (clinical or research faculty) on the project must be present at the first in-person consultation meeting. Some level of PI engagement, remote or otherwise, is expected through project completion.
   * A thorough review of the published literature on the research question of interest should have already been performed at the time of the initial consultation.
   * An opportunity for final review before submission of any abstract, presentation, or paper is expected.
   * Co-authorship is expected. However, the epidemiologist/biostatistician’s name must not be placed on an abstract, presentation, or paper without his/her consent.
   * Although there is no maximum number of projects on which a PI may collaborate with us, we expect projects in which we have invested time to be completed. If a PI is unresponsive or has not completed a manuscript or grant proposal within a reasonable time period, we will not initiate any new projects with this PI until all ongoing projects are completed. Completion of prior projects and level of PI engagement will be considered when reviewing new projects from previous collaborators.
   * Epidemiologists/biostatisticians will periodically contact the PI/study team for pertinent updates. After six months of non-responsiveness, a study will be considered “inactive” and removed from the biostatistician/epidemiologist’s work queue. At that time, if the PI/study team wish to continue the project, an interim consultation is recommended to address any changes in protocol or study team.
   * Externally funded projects are prioritized over other projects. Therefore, CSOR epidemiologists/biostatisticians may have limited time to work on collaborative projects at times when they are heavily engaged in work for grant-funded projects.
4. Links to clinical and health services research resources
   * Introduction to Biostatistics (lectures from the Yale School of Medicine)
     + <https://medicine.yale.edu/ycci/education/phd/onlinecourses/biostatistics/>

* Fundamental of Epidemiology (lectures from the Johns Hopkins School of Public Health)
  + <http://ocw.jhsph.edu/index.cfm/go/viewCourse/course/FundEpi/coursePage/lectureNotes/>
  + <http://ocw.jhsph.edu/courses/fundepiii/lectureNotes.cfm>
  + NCH clinical fellows lecture series—lectures on study design and biostatistical methods
    - <http://anchor.columbuschildrens.net/fellow-lecture-series>
  + Other sources of epidemiologic and biostatistical support at NCH/OSU:
    - OSU, College of Medicine, Biostatistics Core: <https://medicine.osu.edu/bmi/resources/biostatistics/general_business_practices/pages/index.aspx>
    - Biostatistics Resource at Nationwide Children's Hospital (BRANCH): <https://www.nationwidechildrens.org/research/resources-infrastructure/computational-resources/biostatistics>