The Statistical Consulting Center
POLICIES AND PROCEDURES

CHARGES & FEES

The Statistical Consulting Center (hereafter “StCC”) provides fee-for-service research consulting. Services for which the StCC charges include, but are not limited to:

- Formal, scheduled meetings with client(s) in which significant details of the study are discussed.
- Any background research in the field of expertise of the client(s) necessary for the consultant of the StCC to complete the work.
- Extensive research into statistical methodology to satisfy client requests.
- Data management including design of data collection instruments, data storage device set-up and testing, and data manipulation prior to analysis.
- Data analysis including power and sample size calculation, statistical modeling, hypothesis testing, estimation, plot generation, and any procedure typically regarded as statistical data analysis.
- Technical writing including grant and protocol writing, journal article composition, and summary reports.

The first hour of the preliminary client-consultant meeting is not charged. Clients with smaller research questions are also urged to take advantage of the free consulting clinic, which operates on Fridays from 10:00 AM to 12:00 PM in Room 4062 of the K building, HSC.

PUBLICATION

The StCC reserves the right to review any poster, article, or other presentation of the research containing the work of the StCC in order to confirm the correct and accurate interpretation and representation of said work.

In the event that a consultant of the StCC has provided a substantial contribution to the client(s)’ research, the consultant should be included as a co-author on any poster, article, or other presentation of the research. A substantial contribution can be defined as any work or research conducted by the consultant without which the study could not have been completed, nor the article written. Co-authorship will be formally negotiated on a case-by-case basis.

If the contribution of the StCC consultant does not merit co-authorship, then the StCC may request that an acknowledgment to the consultant and the StCC be included in the poster, article, or other presentation resulting from the work, in accordance with the “Ethical Conduct and Reporting of Research” guidelines established by the University of Louisville.

DATA USE

In keeping with the StCC’s mission to provide statistical instruction, consultants may request that the client(s) make the data available to the StCC for use after completion of the research. This decision is entirely the client(s). The StCC will take all precautions with such data with
regard to protection of human subjects and personal information in accordance with HIPAA guidelines, and will suitably acknowledge the clients for permitting use of the data.

**LIABILITY LIMITATIONS**

Occasionally, the StCC will be called upon to perform services that are different from the services recommended by the StCC. In such cases, the StCC will endeavor to satisfy the needs of the client(s) but cannot endorse the methodology employed, as it was not chosen by an StCC consultant.

In situations where consultants of the StCC submit sections of grant applications or research protocols, the client(s) are responsible for preserving the text submitted by the consultant. Changes to the text submitted by the consultant can only be made by or in collaboration with said consultant. Adjustments made without the knowledge of the consultant, particularly those that change the nature of the service to be provided by the StCC, nullify the agreement between the client(s) and the StCC, and relieve the StCC of any obligation to the client. In such cases in which the client-consultant agreement is terminated, the client(s) will be responsible for compensating the StCC for the time already committed to the research.

**TERMINATION OF SERVICE**

The client reserves the right to terminate service at any time in the course of the research. The client will have access to the results of any services provided by consultants of the StCC, but will be responsible for providing compensation for the time committed by the consultant. The StCC reserves the right to terminate service in any situation in which a consultant perceives that he/she can be of no further benefit to the research project.

**SPECIAL CONSIDERATIONS**

The StCC does not provide coursework assistance to students.

The StCC does provide assistance to those conducting faculty-mentored research. It is strongly recommended that the faculty mentor be present at the preliminary meeting, so that the StCC can provide the most appropriate services. The StCC will not be held responsible for discrepancies resulting from miscommunication between the faculty mentor and the mentee. In such cases, the client(s) will be responsible for compensating the StCC for all work done.

**ETHICAL ISSUES**

Consultants with the StCC are bound by the ethical principles governing the field of expertise of the client. Consultants of the StCC are also bound by the ethical principles of statistical research, specifically the “Ethical Guidelines for Statistical Practice” established by the American Statistical Association, the ethical codes of the University of Louisville, and the rules established by the Human Resources Department of the University of Louisville. Consultants are obligated to report any malfeasance against either of these sets of principles to the appropriate persons. Particularly, the StCC will vigorously pursue those who accidentally or intentionally misrepresent the results of services performed by consultants of the StCC, pursuant to “Procedures for Handling Allegations of Unethical Conduct and Reporting of Research” of the University of Louisville.

Drafted and approved by the StCC, 4 December 2003
Approved by the Department of Biostatistics and Bioinformatics, 5 December 2003
Approved by the School of Public Health/Information Sciences, 10 December 2003