

Title: Research Statistical Support Services

Approval Date: July 15, 2013

Responsible Executive: Research Office, Department of Medicine

Background and Purposes: The Department of Medicine has entered into a fee for service contract with EMMES Canada to provide statistical support for members of the Department of Medicine. The overall goal of providing high level statistical support and consultation is to improve grant submission success, and support individual researchers or groups who do not currently have access to statistical support services. A small allotment of funds has been made available for department members who currently do not have grant funding or external funding support.

The purpose of this policy is to outline the processes for departmental researchers wishing to access statistical support services through the current contract between EMMES Canada and the Department of Medicine. In the policy we will:

- 1) Establish procedures for researchers to engage in statistical support.
- 2) Establish the procedures for researchers who hold funding to pay for services rendered.
- 3) Establish a priority classification for researchers who do not currently hold external funding to access Department of Medicine funded services.

1. Scope

- 1.1. This policy applies to all Department of Medicine independent researchers wishing to access statistical support services through the Research Office.
- 1.2. This policy applies to new investigators and PIs wishing to access departmental funded statistics support, and researchers wishing to enter into a fee for service contract with EMMES Canada.
- 1.3. This policy does not apply to support services offered through individual research centres, divisions, research groups or other affiliated research institutes.

2. Definitions

- 2.1. *Funding* includes, but is not limited to, Tri-council grants, internal funding awards, industry sponsored awards, industrial contracts, and agreements.
- 2.2. *Site specific resources*, refer to statistical support which is offered through department members affiliated research centres, divisions and research institutions.

3. Description of Resource Support

- 3.1. EMMES Canada will provide to the Department of Medicine, and individual researchers statistical support services which include quality assurance, statistical based study design and protocol development, data analysis and reporting, specific to individual research projects.
- 3.2. Fees for service are as follows: \$175 / hour for Senior Statistician services and \$125 / hour for Junior Statistician services.
- 3.3. EMMES Canada will provide on-site scheduled drop-in hours for individual researchers to discuss specific research projects. Drop-in times will be posted on the Research Office website, and are subject to change in the event that there are no scheduled consultations.
- 3.4. EMMES Canada will provide an initial estimate of time required to complete a specific project to the individual researcher. This time estimate will be re-evaluated once 10% of the work has been initiated, or when findings indicate a substantial change in the original time estimate.
- 3.5. EMMES Canada will communicate directly with the researcher to disseminate results.
- 3.6. The Department of Medicine will offer a limited amount of funds support for researchers who do not currently hold funding. Support priority is outlined in section 5.0. The support is conditional upon available departmental funds. The Research Office retains the right to limit access to departmental funded service to ensure adequate access for all department members.

4. Terms of Use

- 4.1. All department members who wish to engage in statistical support with EMMES Canada will need to contact the Research Office to determine availability and schedule an initial consultation.
- 4.2. Consultations are booked in advance to ensure that there is adequate need for service on a schedule drop-in day. Consultations are divided into either 30 minute or 15 minute blocks.
- 4.3. In order to make the best use of the limited resources, researchers are strongly encouraged to attempt initial estimates for sample size, and provide any necessary background information at the time of consultation.
- 4.4. Investigators wishing to utilize departmental funds support for statistical support of individual projects are required to fill out a *Statistical Support Request Form*, and submit this to the Research Office after initial consultation with EMMES Canada.
- 4.5. Departmental funds support will cover an average of 4 hours of statistical service and a maximum of 8 hours of statistical service per individual researcher.
- 4.6. Researchers without funding support using statistical services to submit grants or funding proposals may request to utilize > 8 hours of statistical service, with the understanding that 80% of the consultation costs will be repaid should the grant be successfully awarded.

- 4.7. Investigators using research funding to pay for service will do so by providing an active PG account number to the Research Coordinator following the initial consultation. EMMES Canada will bill the Department of Medicine Research Office directly with an itemized invoice. Finance will ensure the charges incurred by an individual researcher are paid by the provided PG account. It is the responsibility of the researcher to ensure there are sufficient funds in the account to cover the cost of the statistical support.
- 4.8. Investigators using research funding are responsible for approving the number of hours of support provided by EMMES Canada. EMMES will provide an estimate of time required for the project as outlined in section 3.4.

5. Priority Classification for Departmental Funds Support

- 5.1. Priority for departmental funds support statistical services for members without current funding will be given to faculty who are utilizing the statistical services to prepare grant applications, initiate pilot studies for future funding opportunities, or working on manuscripts for publication.
- 5.2. All other requests for departmental funds support will be considered on a case-by-case basis, taking into consideration the amount of support required and the availability of funds.

6. Acknowledgement of Support and Future Use of EMMES Canada

- 6.1. Investigators applying for grants and awards are encouraged to obtain an estimate for the amount of statistical support required throughout the project and build this support cost into the project budget moving forward.