



**UH JABSOM
 BIOSTATISTICS CORE FACILITY POLICIES**

I. Timeline Policy

Biostatisticians usually work on multiple projects at a given time. Sufficient time will be needed for the biostatistician to appropriately address your needs before your deadline. Please allow adequate lead-time when contacting the core facility for assistance. Below are the minimum times needed to complete various types of biostatistical support requests:

Protocol development/ grant application/re-submission – at least 4 weeks to provide tailored input from the biostatisticians.

Data analysis project – at least 2 weeks after receiving the data. Depending on the quality and complexity of data analysis, etc., more time may be required.

REDCap database development project – at least 2 weeks after the discussion on project specifications. Depending on complexity of form structure, more time may be required.

| Size of the project | Examples of service requests & what activities may be involved | Hours estimation guidelines |
|----------------------------|---|------------------------------------|
| Brief | <ul style="list-style-type: none"> • Research design, including sample size estimation • Data analysis advice and input • REDCap Database implementation for less than five forms | <5 |
| Short | <ul style="list-style-type: none"> • REDCap Database design and implementation for less than seven forms, or implementation for less than 15 forms • Abstracts: descriptive statistics and/or univariate inference analysis • Pilot data analysis for grant application • Manuscript review and advice (addressing reviewer's comments) | 5-15 |
| Medium | <ul style="list-style-type: none"> • Abstracts require multivariable modeling • REDCap Database design and implementation for more than 20 forms, projects that require medium-complex linking implementation (e.g., longitudinal projects with multiple years and events and/or multi-dimensional projects), or projects that require features not included in standalone REDCap (e.g., Dynamic SQL, API, Data Entry Trigger, etc) | 16-39 |
| Long | <ul style="list-style-type: none"> • Statistical analysis for regular scientific manuscripts, including figures/tables and write-up • Complex REDCap implementations requiring features outside of standalone REDCap (e.g., Dynamic SQL, API, Data Entry Trigger, etc.); application-level relational database development (e.g., databases held on a standalone website). | >40 |

II. Authorship Policy

It is our Core's policy that the biostatisticians who contribute to the study design and/or conduct the data analysis will be qualified as co-authors on the publication/abstract/presentation to acknowledge their scientific and intellectual contribution to the work. **It should be clear that funding/fees for time does not preclude or replace authorship.** Consideration for authorship should be based on the contribution of each person and on the accepted criteria for most medical journals. These criteria generally cite both study design and statistical analysis as intellectual input sufficient for authorship. For more information, please refer to the International Committee of Medical Journal Editors (ICMJE) Authorship guidelines (www.icmje.org).

III. Grant Acknowledgement Policy

The JABSOM Biostatistics Core Facility is a research facility partially supported by several institutional infrastructure grants. Acknowledgement of such grants in all publications or presentations resulting from the utilization of biostatistics core services is required. The grant should be acknowledged in the following format: *"XXX (Individual biostatistician(s)) was (were) partially supported by the U54MD007601 (Ola HAWAII) and U54MD007584 (RMATRIX) from the National Institute of Health (NIH). The content is solely the responsibility of the authors and does not necessarily represent the official views of NIH."*

IV. Request for Resources

Investigators should request resources or consultations from the Biostatistics Core Facility by using the Request for Resources online form.

V. Fee Structure

Our service is free for brief consultations (about an hour). Additional hours can be requested on a recharge basis. We offer biostatistical support through a fee-for-service basis. A project-based collaborative agreement can be established, which is a cost-effective and efficient approach to ensure comprehensive and stable analytic support for your project. The Biostatistics Core Facility faculty and staff can provide collaborative support through either a percentage of full-time equivalent (FTE) salary recovery mechanism or a negotiated collaborative agreement.

We provide up to 20 hours of free of charge support toward extramural grant proposal development that include salary support for biostatistics faculty/staff at 10% FTE and above. This option is appropriate for research projects that would benefit from significant involvement of a biostatistician, usually as a co-investigator or key personnel, both while writing the grant and once it is funded. Many grant applications are strengthened and prospects for funding improved by collaborating with a biostatistician(s) on the proposal.

Biostatistics Core Facility Rate for University of Hawaii (effective date July 1, 2019):

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|-----------------------|----------------|
| Faculty Statistician: | \$120 per hour |
| Staff Statistician: | \$80 per hour |
| Staff Programmer: | \$80 per hour |

The following re-charge algorithm is provided as a general guideline:

| | |
|---|---|
| Projects led by University of Hawaii Junior Researcher Principal Investigators (PIs) (Assistant Professor or below) who currently receive pilot funding from UH infrastructure grants | 25% of Core rate |
| Health disparity pilot studies with University of Hawaii senior researchers as PIs | 50% of Core rate |
| Fully funded University of Hawaii Investigators | Full Core rate |
| Pharmaceutical studies; non-UH external projects | Please contact: biostat@hawaii.edu |

If you have any questions please contact the Biostatistics Core Facility at biostat@hawaii.edu