**Statistical Service Request Form & Guidelines**

**Program of Experimental Medicine (POEM)**

Department of Medicine, Schulich School of Medicine & Dentistry, Western University

A statistical analyst (part-time) is available to assist Department of Medicine (DOM) faculty members with their research projects in any of the following capacities:

1. Advise on appropriate statistical analysis for protocol development

 (sample size calculation, data analyses plan)

1. Support data analysis, and interpretation of results

(regression analyses, statistical testing, other advanced methods)

# Who can access the service:

Each DOM Practice plan member as well as PhD faculty with primary appointment in DOM (whether a part of POEM or not), as an active member of a project/study team, may use **up to 15 hours** of statistical analyst support for their project/s, per year (Jan-Dec). Unused support hours may not be banked, rolled over to the next year, or given to other faculty members or trainees for their use. Only investigator-driven research projects are eligible; no industry research or "fee for service" projects are eligible for this support. Research trainees (e.g. MD-PhD candidates, fellows, residents), who are supervised by a DOM faculty member (practice plan member) may request assistance via their supervisor/project PI; time used will be counted against the PI's 15 hr. maximum. For research trainees, the supervisor on record must sign off on the form prior to submitting the request.

# When to access the service:

Submit a request for service form as soon as possible to schedule assistance within the current calendar year. To maximize the benefit of pre-award services, it is strongly recommended that you have a written draft of your proposed project to provide a basic understanding of the project context and design. If you have an immediate service need, please contact our POEM office (POEMadmin@lhsc.on.ca). We will do our best to accommodate urgent needs.

# Process:

Please download and complete the form (below) and allow up to 10 business days for us to contact you. The statistical analyst will arrange an intake meeting with you via phone or Zoom to discuss your project. The analyst will give you an estimated time for completion of the project, method consultations typically take 1-2 weeks, analysis support may take 1-4 weeks. If the analyst believes that the statistical support requested is too complex to complete within 15 hours, they may recommend you seek the support of a full-time statistician.

Submit request to: Joanna Arsenault Carter, POEM Office at VH, via Joanna.ArsenaultCarter@lhsc.on.ca. Please call Ext. 32864 if you need help completing this form (i.e. with appropriate timelines).

**Menu of POEM Stats Services**

|  |  |
| --- | --- |
| **Service** | **Hours\*** |
| Preparation of data (e.g. visually inspecting data, reformatting datasets, creating new variables, labelling data, etc.) | 1-5 hours |
| Basic descriptive statistics (e.g. mean + sd, median + IQR, range, frequencies) | 0.25 hours per statistic |
| Creation of Table 1 | 0.25 hours per variable |
| Basic Statistical Test (t-test, z-test, ANOVA, chi-squared, Fischer’s Test) | 0.5 hours per test/variable |
| Non-parametric tests (e.g. Kruskal-Wallis Test, Wilcoxon Rank Sum Test) | 0.5 hours per test/variable |
| Data figures | 0.5 hours per figure |
| Univariable regression or correlation analysis | 1-2 hours per outcome |
| Multivariable linear regression (includes building model and testing assumptions) | 2+ hours per model, depending on complexity |
| Multivariable logistic/poisson/cox model(includes building model and testing assumptions) | 3+ hours per model, depending on complexity |
| Statistical consult (review of materials, meeting with client, meeting follow-up) | 2-3 hours |
| Sample size calculation (sample size for basic statistical test or basic regression models) | 1-3 hours, depending on complexity |
| Analysis plan (includes methodology research and writing up plan for client) | 2-5 hours |
| Analysis Report (written document presenting analysis results) | 1-3 hours |

\* These are approximate time-costs for each service. Depending on the complexity of your study, it may take more time than what is listed here. Total project time may consist of multiple services to complete the analysis request, so that the total number of service hours is greater than what is listed. For example, a multivariable regression analysis may require a statistical consult (1 hr), data preparation (2 hrs), regression analysis (3 hrs), and an analysis report (1 hr) so that the total service hours for this analysis would be 7 hours. The statistical analyst will give you an estimated service time at your intake meeting and will re-assess the required time as the project develops.

**Important to Note:** When sharing data with the statistician you must ensure all data is de-identified in accordance with the study protocol and WREM application.

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1. **Project Information: Date: 1/30/2023**

**Name of DOM faculty member:** Click or tap here to enter text.

(DOM practice plan member or PhD faculty with primary appointment in DOM)

**Signature of DOM faculty member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division:** Click or tap here to enter text.

**Trainee Name:** Click or tap here to enter text.

**Trainee Program and Year (I.E. PGY3):** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Project Tittle:** Click or tap here to enter text.

**Project Start Date:** Click or tap here to enter text.

**Office Site:** [ ] **VH** [ ] **UH**  [ ]  **SJH** [ ] **Other, please specify:**  Click or tap here to enter text.

1. **Service(s) (check all that apply):**

[ ] **Analysis Plan** [ ] **Sample Size**  [ ]  **Data Cleaning** [ ] **Data Analysis**

[ ] **Interpretation of Results** [ ]  **Manuscript Preparation**

1. **Service Details:**

Click or tap here to enter text.