CIDA CONSULTING CENTER: COMPREHENSIVE REPORT

Project title:  
Submitted to: Client names, department, school or organization  
Report prepared by: Biostatistician’s names, CIDA information1  
Date:  
Updates: summary of changes/updates since last report

# Introduction

This should be an condensed version of the introduction from the exploratory report

* High-level overview of study design (approximately one sentence)
* Reiterate primary, secondary, exploratory, etc. outcomes
* Summary of the important results

# Method

## Study design

* Study population
* Type of design of the experiment/study/survey (e.g. factorial, cohort, case-control, cross-sectional, longitudinal, stratified, clustered)
* Interventions by treatment level and administration route (if applicable)
* Power calculation, sample size justification, etc.

## Data

* Data sources
* Methodology used to collect data
* Date/period of data collection
* Data quality –elements of data collection and pre-processing that could influence data quality
  + Data collection quality assurance - actions put in place in order to minimize bias and maximize precision at level of data collection should be described
  + Data quality checking methods (looking for outliers, illogical results, etc.)
  + If missing data were imputed, then methods used and actions taken to ensure that bias was not introduced and that variance was not compromised should be described
  + Description of methods which have been adopted to minimize the amount of missing data

## Statistical methods

* Exploratory methods/exploratory analysis summary
  + Approaches used (graphical, hypothesis-based (e.g., Shapiro-Wilk), expert opinions)
  + Data transformation and manipulation
* The statistical methods used to analyze the outcomes listed in the review of project
  + Could write it generally (i.e., not in reference to specific outcomes)
  + List any variables you are adjusting for in your models
  + Describe any variable selection methods that might be used
  + Modeling assumptions
* Table 1 sometimes has p-values, but could use various methods (parametric vs. nonparametric, continuous vs. categorical, etc.) and these could be specified here
* Software used for analyses

# Results

(write in paragraph form so that they can cut and paste into their manuscript, poster, etc.)

* Table 1 and primary results
* Any other relevant tables or results
* Graphical summaries
* Interpretation of the results

# Discussions

* Further interpretation of the results, perhaps based on discussions with the collaborators/investigators on a project
* Limitations (i.e., sample size too small, not meeting model assumptions or other caveats to keep in mind)
* Possible next steps with future analysis

# References

Only include relevant sources that are to be cited in their paper.

# Appendix

Information for the investigator to be able to reference for their own understanding. This might include extra figures, graphics, or tables, especially if there are copious amounts of output/results. If it ends up going in the paper, it should probably be moved to the sections above.

1 Please contact CIDA if you have any questions regarding authorship or how to cite the CCTSI grant in your work.