

## SCSWS Checklist for Consultants

1. Fill in the SCSWS form online and save the form under your folder in the Dropbox.
2. While saving remember to name the forms: your\_name\_date\_serial#  
*Example:* If Dooti is the consultant on 02.04.2015 and she is helping her second client, then save the SCSWS form under folder Dropbox → SCSWS Main → Dooti → Dooti\_02042015\_B.doc/pdf
3. Try to put a summary of your assistance in the SCSWS form under “Brief Summary of the service”
4. In case you feel that the project is complicated/ or will require more than 30 minutes of your time, direct the client to apply online for the more traditional consulting services
5. Let them know that for UConn faculty/students, consulting is a discounted service and the fee waiver will most likely be applied.
6. Email client a link to apply online so that he/she faces no difficulty in the process. Here’s the link: <http://merlot.stat.uconn.edu/www/consulting/application.html>
7. Encourage client to come back and drop a word for our service

*Good Luck!*

*Be Significant*

Statistical Consulting Services, UConn