# Biostatistics Scope of Work Agreement

## General Information

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| --- | --- | --- | --- |
| **Investigator** | First and last name Investigator’s email | **Date** | Date |
| **Project Number** | CIDA project number |  |  |
| **Project Title** | Project Title | | |

## Project Cost and Milestones

**Project Type:** Average Data Analysis/Publication

|  |  |
| --- | --- |
| **Billing Phase and Milestone** | **Cost** |
| **Phase 1: Project Start Up** Discuss and review project materials, establish timelines, deliverables, and data structures with biostatistician. | $ 450 |
| **Phase 2: Exploratory Analysis** Establish preliminary analysis dataset, run descriptive statistics and graphics, and create a report. | $ 3525 |
| **Phase 3: Comprehensive Analysis** Complete comprehensive analysis and present a report. Additional changes to analysis are anticipated and part of the Project Complete phase. | $ 3525 |
| **Phase 4: Project Complete** Complete final analysis and publication quality figures. | $ 450 |
| **Customization:** | 0 |
| **Total Due** | **$ 7950** |

## Understanding of Project

### Project Description

### Timelines/Deadlines

* Abstract Deadline:
* Manuscript Deadline:

### Study Design

### Anticipated Sample Size

### Descriptive Statistics Desired

### Hypothesis

**Primary**

|  |  |
| --- | --- |
| **Hypothesis** |  |
| **Outcome(s)** |  |
| **Explanatory Variable** |  |

**Secondary**

|  |  |
| --- | --- |
| **Hypothesis** |  |
| **Outcome(s)** |  |
| **Explanatory Variable** |  |

**Tertiary**

|  |  |
| --- | --- |
| **Hypothesis** |  |
| **Outcome(s)** |  |
| **Explanatory Variable** |  |

### Additional Notes

**Approval of Agreement**

By approving this Scope of Work Agreement, you are acknowledging that you have read and agree to the project costs and milestones, timelines, project details, and terms and conditions outlined in this document.

**To approve this Scope of Work Agreement click the button below.**

**Approve Scope of Work Agreement ⏵**[**https://forms.ucdenver.edu/secure/cida\_biostatistics\_consulting\_sow\_approval**](https://forms.ucdenver.edu/secure/cida_biostatistics_consulting_sow_approval)

(If you don’t agree with this Scope of Work Agreement or would like to withdraw your request for CIDA services, please send us an email to [cida@ucdenver.edu](mailto:cida@ucdenver.edu?subject=Don't%20Agree%20with%20CIDA%20Scope%20of%20Work%20Agreement) with a brief explanation.)

## Terms and Conditions

### Clean data requirements - ready for analysis

The data are assumed to be cleaned and ready for analyses unless otherwise agreed upon, and a data dictionary should be provided to the analyst. We strongly encourage the use of [REDCap](http://redcapinfo.ucdenver.edu/) as a data collection and management tool.

### Report writing, abstract and manuscript preparation and revision

A final report will be created with an introduction, statistical methods, and results section. These sections will be close to publication ready. The CIDA biostatistician will edit the methods and results section for publication and read the final version of the manuscript prior to submission. Assuming the biostatistician has provided significant contribution to the manuscript in terms of performing analyses and contributing to the results and methods sections, the biostatistician shall be a co-author on the publication, acknowledging the intellectual contribution of the work.

Assuming no substantial new analysis is needed, the CIDA biostatistician will assist with writing a response to reviewer’s statistical questions, make revisions to the paper and review the final version of any revised manuscript. If substantial new analysis is required, a new scope of work will be created and with costs agreed upon by both parties.

### CIDA Authorship Guidelines

The CIDA abides by the [International Committee of Medical Journal Editors (ICMJE) guidelines concerning authorship](http://www.icmje.org/). Visit our CIDA website to learn more about [CIDA’s authorship policies](http://www.ucdenver.edu/academics/colleges/PublicHealth/research/centers/CBC/Biostatistics-Consulting/Pages/authorship.aspx).

**Specific CIDA guidelines include:**

* The biostatistician performing the analysis will be a co-author on the publication to acknowledge the intellectual contribution to the work. Statistician co-authors will use their primary appointment affiliation on manuscripts and abstracts.
* To maintain study and statistical integrity, data collected for publication and abstracts will only be analyzed after study completion.
* The CIDA biostatistician performs the analysis, collaborates in the structuring of the presentation of the results, and writes the "statistical methods" section of the paper.
* The biostatistician reviews the publication and any revisions prior to submission.
* The biostatistician will assist with revisions, keeping in mind your revision deadlines.

### CIDA’s right to cancel or close out a project

Please approve the Scope of Work (SOW) within 15 days (or prior to anticipated start of work, if less). SOWs not approved within 30 days will be closed. Projects which remain inactive for over 60 days will be closed unless prior arrangements have been made, and a final bill will be sent for work completed.

### CCTSI subsidized projects

If the project cost is subsidized by the Colorado Clinical and Translational Sciences Institute (CCTSI), you are required to cite the CCTSI grant in posters and publications. Please review the [CCTSI’s Citation and CTSA grant language](http://www.ucdenver.edu/research/CCTSI/about/Pages/Cite-Grant.aspx).