

Office of Biostatistics Grant Service: Policies and Expectations

Welcome to the University of Texas Medical Branch Office of Biostatistics Statistical Consulting Service.

The Office of Biostatistics (OBiOS) provides statistical support services to all faculty, staff, and students at UTMB. Members of OBiOS work on statistical applications ranging from study design, to basic summary testing, to complex model building and graphical presentations.

The primary purpose of this document is to make you aware of how grant-development services within OBiOS work, particularly with respect to expectations of the working relationship for the client as well as the biostatistics collaborator. Our primary role in grant development is working with the client to prepare a statistical analysis plan, and to carry out any necessary power analyses.

Your reasonable expectations as a client may include:

- An initial meeting to map out the expected structure of the grant submission, and what can be done to ensure all parties are given the best chance to achieve their goals.
- A collaborator who will be responsive to communications and discussion.
- A schedule that, as much as possible, meets any deadlines you have, while also allowing the collaborator to have enough time to fully address your questions, as well as attend to other duties beyond your specific project.
- Aid in developing and presenting statistical methods, including some assistance with the writing of the statistical methods, for the grant submission.
- The potential to continue working with the same collaborator as a co-investigator or consultant on a successfully funded grant.

The biostatistics collaborator's reasonable expectations include:

- Delivery of this document to whomever is ultimately responsible for the dissemination of the grant application, so that they are aware of OBiOS' policies on grant preparation.

- An initial opportunity, typically in person, to discuss the scope of the grant application. These meetings typically take place in the collaborator's office, although alternative arrangements can be made on a case-by-case basis. Topics for this meeting include the specific aims of the grant, the design of the study, and the types and amounts of data collected or to be collected.
- In order to ensure that each grant is submitted on time, OBIOS requires that a page describing the specific aims of the grant be submitted, and that initial planning meetings occur at least one month before the UTMB internal submission deadlines.
- Reasonable flexibility from the client with respect to choice of methods and software. Statistical collaborators are members of OBIOS, in part, because of their expertise in design and data analysis. Thus, their judgment and approach should be respected as part of the collaborative process. Should a specific statistical approach be desired, the client should be prepared to discuss their reasons for wanting this approach, allowing for changes that the collaborator finds necessary.
- Clients should expect a request for a copy of the final grant submission, as well as summary sheets that are provided once the grant has been reviewed.
- OBIOS does not, in general, provide preliminary analysis of data in the process of grant preparation. Such assistance will be provided at the usual OBIOS consulting service rates. If you have any questions, again feel free to contact the director of OBIOS, Dr. Yong-Fang Kuo, <yokuo@utmb.edu>.

Our goal for OBIOS is to provide the best possible quality in statistical and scientific output for UTMB. We believe that adhering to these expectations on the part of both clients' and collaborators' improves the process of scientific research and makes for the best use of everyone's time. If you have more serious questions that cannot be addressed by the statistical collaborator, you should feel free to contact the director of OBIOS.