UCSF Department of Surgery (DoS) Biostatistics Core policy

Please submit request using Surgery requester. (Liver Center members use Liver Center requester).

Prioritization and Timeline for DoS
We urge investigators to contact the DoS Core early, well before any deadlines, to ensure adequate time for consultation, planning, and/or analyses. Minimum estimated timelines:

> Abstract submission: **4 to 6 weeks**
> Grant submission: **6 to 8 weeks**

The Core may decline to undertake projects for which they are unable to meet the stipulated deadline. Special circumstances will be considered on a case-by-case basis by emailing DoSBiostathelp@ucsf.edu.

Free hour allocation for DoS Residents, Fellows, and Faculty

DoS Residents & Fellows	
40 hrs over the duration of the residency/ fellowship	• Includes planning and execution of the project; Excludes initial consultation. • Services beyond 40 hours will incur charges (see below) billed to the mentor identified at project initiation. • Project status will be reviewed with resident and mentor on a regular basis and prior to incurring any charges. • Notification will be sent at 20 hours and again at 30 hours of utilization.
DoS Faculty	
Initial 1 hour consultation	Maximum of 1 per academic year
Grant submission	▪ Unlimited for NIH grants ▪ Maximum of 10 hours/year for non-federally funded grants

Fee structure
For Federally Funded projects:
Please consider including % effort for the Core Director and/or the Senior Statistician in your budget. We suggest a minimum of 2% effort for the Core Director and 10% effort for the Senior Statistician but please discuss specifics with the Core Director.

Work that does not fit the criteria above will be billed either on an hourly basis (limited projects) based on actual hours worked or as % effort (extensive projects) per previous arrangement determined jointly by the Core Director and the principal investigator.

	Hourly rate
Core Director	$180.96
Senior Biostatistician	$132.21

DOS-BC research policies are reviewed annually. Last review date: 08/08/2024

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Authorship and Acknowledgement of DoS Biostatistics Core

It is expected that the DoS Biostatistics Core staff will be strongly considered for authorship for all abstracts and manuscripts for which they have provided meaningful statistical support. Authorship should be discussed among the investigator, his/her mentor (as applicable), and the DoS Biostatistics Core staff *at the initiation of any project*. The discussion should be revisited at the end of the project.

The support of the DoS Core should also be acknowledged. Suggested language for the acknowledgment follows, but if these do not seem appropriate for a particular situation, please propose an alternative for review and approval by emailing DoSBiostathelp@ucsf.edu.

If DoS Biostatistics Core staff are authors

"A.S. (or appropriate initials) is part of the Biostatistics Core that is generously supported by the UCSF Department of Surgery."

If the Biostatistics Core staff are not authors

"Statistical support was expertly provided by the Biostatistics Core which is funded by the UCSF Department of Surgery."

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