

Checklist for the Biostat Core Consultation¹:

Item	Checklist Considerations
1.	<p>Before the Request</p> <ol style="list-style-type: none"> 1. Is your dataset clean and ready for analyses? If NO, the resident may want to clean and shape the dataset so that it is analyses ready for the statistician. This will save time and reduce costs for your project. <ol style="list-style-type: none"> a. On the DoS Biostat Core website review the document "How to Create a Data Set". Review these 2 documents – full or abbreviated instructions, on how to create a dataset. 2. Have you selected the key variables for use in the analyses? Having each variable involved in the study objectives annotated with the corresponding variable name in the dataset will also reduce time and project costs. 3. Have you provided the statistician with a data dictionary from the data set i.e., NSQIP?
2	<p>Make a Project Request</p> <ol style="list-style-type: none"> 1. Be specific as to what type of biostats assistance you are requesting. For example: <ol style="list-style-type: none"> a. Assistance with creating the analyses plan from the beginning – more time consuming but may be helpful if you have little prior experience. b. Assistance with reviewing statistical code of the analyses you have created before the consultation (e.g., STATA, R, or SAS).
3	<p>Consultation phase</p> <ol style="list-style-type: none"> 1. After the initial consultation, the statistician will do a formal assessment of your request and will provide you with an estimate of the time to complete your request in writing by email to the primary requestor's email after receiving the data and the complete list of research objectives to be addressed.
4	<p>Initial analyses phase</p>
5	<p>Write abstract</p> <ol style="list-style-type: none"> 1. Estimate 1 hour of statistician time for abstract review prior to submission. 2. Decide upon authorship of manuscript. For guidance on authorship see the International Committee of Medical Journal Editors (ICMJE) recommendations document.
6	<p>Additional secondary analyses phase – may be necessary if preliminary analyses are meaningful and advancing to writing a manuscript phase.</p>
7	<p>Write manuscript</p> <ol style="list-style-type: none"> 1. The biostatistician may be asked to contribute to the writing of the statistical methods section and interpretation/presentation/discussion of analysis results. You should decide and discuss with the statistician in advance if you would like that level of contribution to the manuscript by the statistician. 2. The contribution of biostatistician should be properly acknowledged via authorship if the statistician is involved in the preparation/comment/review of the manuscript. 3. Make sure to acknowledge the Department of Surgery (DoS) support in your manuscript. Guidance on how to do that is provided in the DoS Biostats Core website.

¹ This document describes the phases of the consultation with suggestions for how to reduce the cost of your consultation. The list can be used for planning a budget to include in a grant application or for resources needed to support statistical analyses for your project.

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8	<p>Review manuscript – The statistician can review the manuscript to ensure that the statistical methods are appropriately described and to review the accuracy of the tables and figures included in the manuscript.</p> <ol style="list-style-type: none"> 1. Estimate 6-8 hours on average for the biostatistician to review.
9	<p>Post 2ndary Analyses Phase</p> <ol style="list-style-type: none"> 1. Does your manuscript require additional tables or figures in a specific format required by the journal (e.g., Kaplan-Meier Survival Curves that are color coded, etc.)? 2. The journal manuscript reviewers may request additional analyses – may want to budget additional time for subsequent analyses and additional tables and figures generated by the statistical software.