Biostatistics Shared Resource – Standard Operating Procedure

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SOP:

1. **Development and Implementation of a Charge Policy for the BSR using iLab**

Purpose

Rutgers Cancer Institute has implemented the iLab to manage the process of service requests for the BSR. It is important for Rutgers Cancer Institute to continue to support the exceptional biostatistical services while maintaining the fiscal sustainability of BSR. The iLab billing program is designed to streamline service requests and enhance collaboration among investigators and biostatisticians. Additionally, it is the policy of the Cancer Institute to maintain a uniform service management and use the iLab software for all Shared Resources.

Policy Summary

The key elements of the policy regarding the process of service requests for the BSR are:

1. An investigator (or his/her delegate) who is a member of Rutgers Cancer Institute must complete a project request through iLab (details below), where the funding resource (a financial account) must be provided, before the service can be provided.

2. The investigator shall have an initial short meeting with a biostatistician from BSR to discuss their research project and funding resources. The initial meeting (no more than 1 hour) is free of charge. The initial meeting provides an opportunity for the biostatistician to understand the scope of the work and to discuss with the investigator the necessary steps to achieve the goal of the project. Based on this discussion, the biostatistician will provide an estimated number of hours for completing the project that can meet the expectations of the investigator.

3. If the investigator does not identify a biostatistician from the BSR, the SR Director assigns a biostatistician to the project.

4. The investigator (or his/her delegate) shall indicate the name of the biostatistician, the quoted hours by the biostatistician, and then accept a service agreement in iLab to formally start the project with the biostatistician.

5. A funding account with adequate funding must be provided at the time of the iLab request. The biostatisticians cannot start work without an account number/GL string.

6. The investigator's financial account will be charged only for the quoted hours, and only after the grant-awarded hours (see below) and the pro bono hours have been used up. Each member of Rutgers Cancer Institute has an allowance of 40 hours of pro bono support for all their projects combined for every 12 months. The use of the grant award hours precedes the pro bono hours.

7. SR Management will record the actual working hours for each project monthly and notify the PI if the required hours will exceed the quoted hours.

All current projects will be transferred to iLab following this announcement as of today (date).

Billing

1) If the investigator has a grant award that supports the biostatistician's salary:

   a) The grant-funded salary amount for the biostatistician is converted to hours at the CCSG member rate ($165 per hour for faculty biostatistician and $86 per hour for staff biostatistician).

   b) The biostatistician will provide the service to the investigator at no cost, up to the total converted grant-award hours.

   c) After relevant grant hours are exhausted, Rutgers Cancer Institute CCSG members can use their 40 hours of pro bono support, which is for every 12 months, for all their projects combined. The investigator may also choose to use startup or other funding directly, thus saving the pro bono hours. Please note that pro bono hours do not get carried over.

   d) After the relevant grant and/or pro bono hours are exhausted, the member's funding account on the iLab will be charged monthly based on the actual hours reported by each biostatistician.

   e) To include grant award hours for a project, the investigator must declare the respective grant award information at the time of the iLab project request.

2) If the investigator does not have a grant award:

   a) Rutgers Cancer Institute CCSG members have 40 hours of pro bono support every 12 months for all their projects combined.

b) After the pro bono hours are exhausted, the member's funding account number on the iLab is charged monthly based on the actual hours reported by each biostatistician.

c) The hourly rates are $165 per hour for faculty biostatistician and $86 per hour for staff biostatistician.

3) SR Management keeps a detailed log of the actual working hours and remaining balance for each project. This information will be communicated to the investigator monthly.

4) Rates are subject to change with notice.

FAQs

Q: I am writing a grant proposal that includes a statistician with an FTE. Can I pay once the proposal is funded?

A: The support for the grant proposal is included in the 40 pro bono hours. We can no longer support deferred payment for grant proposal development.

Q: The sponsor requires that I pay a biostatistician whom I don't use. Can I accumulate those hours and use them as credits in subsequent years?

A: Prepayment is not allowed across NoFA funding years

Q: This policy could prevent me from submitting essential conference proceedings and performing other work necessary for my career development. Can you provide a voucher or other support?

A: For members with no funding, the Cancer Institute has provided 40 pro bono hours for such activities. It is essential to note that the 40 hours are for all their projects combined for every 12 months. For any additional service hours, Shared Resource Management is obligated to charge for the service provided by the biostatistician. Reviewing the scope of any project and deciding on the merits of a proposed exception is not within the scope of SR Management.

Questions for the development of this policy to:

Dani Herranz, PhD, PharmD, Associate Director for Shared Resources

Ioannis Stasinopoulos, PhD, Assistant Director for Shared Resources

2. BSR iLab Guide

Step 1: Go to our BSR iLab services and requests webpage at
https://www.cinj.org/research/biostatistics-services-requests and click visit the BSR iLab webpage

Welcome to the Rutgers University Core Facilities iLab System

Rutgers iLab User Login

About Rutgers University's Core Facilities

Our core facilities, offering specialized laboratories with state-of-the-art equipment, unique instrumentation and shared services, can help scientists at Rutgers and beyond break new ground.

Learn More About Rutgers Core Facilities

iLab User Resources

We developed manuals, videos and FAQs to better assist Rutgers users with navigating iLab. Available manuals include Faculty Users manual, Core Administrator manual, and Lab Members manual. Please click the links below to view the guides and additional resources.

Step 2: After you enter your netID and password, you will be directed to the request services page.

Biostatistics Shared Resource (BSR)

About Our Core | Request Services | View All Requests | People | Reporting | Billing | Administration

▼Service Projects & Quote Requests

Sort manually | Add a Service Project Template

Project Intake Form

Click **Initiate Request** on the right hand side. On the following page, select **View Form** and complete the intake form.
Important: A project number must be provided prior to submitting this request. Charges will not be applied until the quote has been approved by your lab and the work is completed.

initiate request

Step 3: Enter the name of the **PI account owner** and select your **specific lab/fund**. Then, click **Proceed** to continue filling out the Project Intake Form

Step 4: Fill in the form providing a **Project Description** that will allow the biostatisticians to review and estimate the hours it will take them to complete the proposed project.

Please note: if you select "**Yes**" for "**Do you have an award to which the biostatistician can be charged for the proposed work,**" three additional fields will then populate for you to select the name of the biostatistician and enter your relevant award information.

Continuing down the form, leave all questions under **Cost** blank. Under **Payment Information,** select your Project/GL String

After submitting, the BSR will review your request and may contact you to obtain more information. Once the project is adequately described, you will receive an email to request your acceptance of the quoted hours and the biostatistician's name. If more than one statistician is required, you will receive separate emails for the same project. If you require assistance at any time throughout the process, contact:

Ioannis Stasinopoulos, PhD, Assistant Director for Shared Resources and

Kat Demarco, MPH, Senior Project Management Data Analyst