



## **Biostatistics Core Unit Consulting Fee Structure January 2005**

Detailed Explanation:

### **Introduction**

The Biostatistics Core Unit of the Injury Prevention Research Center-- lead by four faculty members, a manager, an informational technology programmer and two graduate students -- stands ready to offer its expertise and assistance to a variety of projects. To recover costs associated with the services provided, we have established a three-tier fee structure. (See Matrix)

On page 2, there is a matrix describing activities and levels of services provided by members of the Biostatistics Core Unit.

- The four faculty members contribute primarily on Statistical Analysis/Survey Design and Data/Statistical Training activities.
- Data Management is an activity carried out mainly by the manager and the graduate students.
- The rest of the activities, namely Data Storage, Data Archiving, Secondary Data Access, Web Development, and Hardware/Software Support are carried out, primarily, by the manager and the information technology programmer.

The level of services columns show different degrees of involvement of core members, depending on the specific needs of users. Most services listed under Level I are provided free of cost because these services represent initial contacts leading to Level II or Level III type of services. Level II and III type of services require more extensive contact and expertise. Accordingly, a fee for service structure has been implemented.

## Matrix of Activities and Services

<b>BCSC Activity</b>	<b>Level I Services</b>	<b>Level II Services</b>	<b>Level III Services</b>
Statistical Analysis/ Survey Design	Limited consultations, proposal development	Extensive consultations and initial methodological advice on all projects	Data analysis, study design, model development, regularly scheduled consultations, etc.
Data Management	Limited consultations, proposal development	Ad-hoc consultations and initial consultations on all projects	Building databases, cleaning data, performing data conversions, creating code books, regularly scheduled consultations, etc.
Data/Stat Training	Training seminars	Focused and individualized training	Providing project specific training blocks for data collection and analytical methods. This would include, for instance, the training of project staff.
Data Storage	Temporary storage of data during investigative stage of project/proposal development.	Standard storage of data on IPRC's server providing access, back-up, security, and confidentiality of the data as requested during the life of the project.	Any specialized needs for data access that would require additional programming or data security measures beyond standard procedures.
Data Archiving	Initial consultations, inclusion in proposal development.	Full post-project long term storage of data at the request of the PI with access by others decided at the discretion of the PI.	Unique and more costly data archiving requests.
Secondary Data Access	Summary and help identifying publicly available injury datasets both within and external to IPRC.	Facilitate access to restricted datasets available only to IPRC researchers.	Use of data that IPRC does not regularly store and that will require an extra effort or fees to obtain
Web Development	Initial consultations for proposal development.	Standard web services including minimal programming and posting of web pages, or simple web surveys.	Any specialized development, especially pertaining to interactive, data entry, or data access web development.
Hardware/Software Support	Initial consultations assessing needs for proposal development and project management.	Access to server, printers, network, and software at IPRC with standard support.	Computers and any special software/hardware not currently used by IPRC. Also, any above normal level of user support.

## Costs Estimations

The majority of the services provided involve expertise possessed by a Biostatistics Core member. A comprehensive estimation of costs was executed, taking into account salaries, benefits and tuition costs, in the case of graduate students. Also, a thorough estimation of other costs such as equipment use, software purchases, and administrative support expenses were added. Accordingly, a computation of costs on an hourly basis of a graduate student, the unit manager, and any faculty member were computed, approximately (to the nearest dollar), as \$32, \$50 and \$85, respectively.

Most services provided at Level II and III are carried out in a combination of effort by faculty members, manager, programmer and graduate students. To reflect this, a three-tier rate structure has been established. This structure takes into account the different contributions that members of the unit make in the provision of services. For instance, most data management activities are carried out by graduate students and the manager. On the other hand, the majority of statistical consulting and study design are provided by faculty members. A shared approach has been proposed to recover costs of services that vary by type of activity, level of services and mixed effort by core members. The rates proposed below, represent the involvement by type of activity by the corresponding leading member of the Bioscore Unit.

Statistical Analysis/Survey Design and Advanced Training	\$84/hour	Primary participation of a faculty member as an expert consultant
Data Management	\$36/hour	Most of the activity is carried out by graduate students with manager supervision
Data Storage, Data Archiving, Secondary Data Access, Web Development, and Hardware/Software Support	\$52/hour	These activities are carried out by the joint participation of the unit manager and the information technology programmer with minimal contribution of graduate students and faculty members

Most activities offered by the unit consist of a combination of effort by its members. Consequently, projects will be charged the rates above on the basis of the hours of involvement of each member. Prior to the initiation of each project, the manager and client will determine and agree on the estimated length of work, the participation of core members and the projected dates of completion.

Clients will be charged the agreed rate throughout the completion of the project, unless it extends beyond a period of 24 months. The manager will provide clients a monthly account of hours, and costs incurred in each project. Depending on the length of the project, clients will be asked to disburse partial payments on a quarterly basis.

The rate structure is to be effective from January 1<sup>st</sup>, 2005. Annual revisions of changes in costs of services provision, particularly in personnel, are to be made in the early Fall of each subsequent year, in order to update the rate structure.