

Biostatistics Consulting Center (BCC) Policies

The BCC values supporting good science with good people. Our relationships with our clients and collaborators are vital to the health of our organization and work.

**Communication**

All policies, procedures, and expectations should be discussed early and often in all engagements. Communication is the key.

**Cost Recovery/Payment Policies**

Researchers may hire staff directly on a grant (%FTE) or pay fee-for-service hourly rates. The BCC operates as a cost-recovery recharge center. Hourly rates are set according to the Recharge Standard Operating Procedures (RSOP) and are approved by the Office of the University Controller. Invoices for internal billings and external invoices are sent every month and prompt payment is expected.

Rates are posted online: <https://biostats.indiana.edu/services/index.html>

There is no charge for grant preparation support up to 4 hours, where core staff are included in the budget.

**Publication and authorship**

Biostatistics plays an important role in preparing study results for both presentations and papers. The biostatistician often contributes to the statistical methods and results sections. Authorship for members of the biostatistics team should be based on the accepted criteria of the journal, as well as IU Guidelines on Authorship[[1]](#footnote-1). These criteria generally cite both study design and statistical analysis as intellectual input sufficient for authorship. Acknowledgements are appreciated when co-authorship is not warranted.  
Note that monetary support, either as salary support on grants or reimbursement for time, does not preclude or replace authorship.

**Prioritization of work**

The statistical analysis for any project can potentially require a considerable number of hours, weeks, or months. It is our policy to keep a close line of communication with our clients and to make sure they clearly understand the time requirement for the analysis of their projects as well as any changes or modifications that may arise during the process. Clients will be encouraged to discuss their projects with us as early as possible. Projects are prioritized on a first come first serve basis, but rearrangement will be required at times depending on investigator deadlines or changes.

**Confidentiality**

Projects and data are not discussed with anyone not associated with the project. De-identified data are stored on a secure password-protected server (Microsoft OneDrive at IU) and are not transferred outside the Center or used for any other purpose. Data with PHI are stored in HIPAA compliant protected servers at IU and are handled in accordance with the IRB. PHI data may be received and stored on secure Microsoft Teams accounts at IU and in Geode[[2]](#footnote-2) to use on UITS secure systems without downloading PHI to local computers.

**Conflict resolution**

Conflicts should be discussed with the Executive Director of the BCC and then to the department chair as needed. An equitable solution is worked out whenever possible. If a solution cannot be agreed upon, the complaint is brought to the attention of the BCC’s CTSI advisory committee for their advice and guidance.

1. <https://vpfaa.indiana.edu/policies/bl-aca-i16-authorship/index.html> [↑](#footnote-ref-1)
2. <https://kb.iu.edu/d/acxp> [↑](#footnote-ref-2)