



ACCORDS

ADULT AND CHILD CONSORTIUM FOR HEALTH OUTCOMES
RESEARCH AND DELIVERY SCIENCE

UNIVERSITY OF COLORADO | CHILDREN'S HOSPITAL COLORADO

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Biostatistics and Analytics Core

Analytical Support Timelines

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1.0 – Introduction

ACCORDS provides analytical support to all of its affiliated researchers through its Biostatistics and Analytics Core (BAC). Primary support is provided by masters or PhD level biostatisticians trained in data management and biostatistical methodology. In addition, faculty members from the CU Department of Biostatistics are available to researchers directly through ACCORDS for grant and research consultation.

2.0 – Timelines

Because ACCORDS biostatisticians are involved in numerous research projects, researchers are encouraged to maintain open and regular communication with their biostatistician regarding deadlines (e.g., abstracts, manuscripts, grants, presentations) and consider the time needed for the following phases of data management and analysis when working with a biostatistician:

- Database development (if needed)
- Data cleaning and checking
- Updates or revisions to the study data
- Data (statistical) analysis
- Updates or revisions to the data analysis
- Review of preliminary results
- Review of drafts for abstracts, manuscripts, grants, posters, etc.
- BAC internal reviews

The time required for each of these is project specific. However, below are suggested timelines that should ensure data related deliverables are provided to researchers in a timely manner.

Data Management and Cleaning

- *Database development* – if a researcher needs a database developed for a study (e.g., REDCap), the structure should be outlined with an ACCORDS biostatistician **at least 6 weeks prior** to the initiation of data collection.
 - If a study database is going to be developed by someone unaffiliated with ACCORDS, we strongly recommend that the researcher has it reviewed by an ACCORDS biostatistician **at least 2 weeks prior** to the initiation of data collection.
- *Newly collected or procured study data* – should be provided to an ACCORDS biostatistician as soon as it's available. However, if there is a deadline approaching, such as a grant, abstract, etc., the data should be provided to the ACCORDS biostatistician **at least 4 weeks prior** to a draft of the findings being sent to co-authors for review.
- *Updates or revisions to existing study data* – should be provided to an ACCORDS biostatistician as soon as it's available; or if a deadline is approaching, **at least 2 weeks prior** to a draft of the findings being sent to co-authors for review.



Data Analysis Deadlines

- *Grants* – Researchers that would like to use results from a pilot study to inform a grant should allow **at least 8 weeks prior** to the submission of a grant for the statistical analysis of the pilot data and subsequent review by co-investigators.
- *Abstracts* – Data analysis needed for an abstract should be communicated to the biostatistician with enough time for the abstract to be reviewed by co-authors and revised prior to submission. The time required for analysis is dependent on the quality of the data to be analyzed. Researchers should have the analysis plan to his/her biostatistician **at least**
 - **6 weeks prior** to the abstract deadline if the data is new and has **not** been cleaned or checked by an ACCORDS biostatistician
 - **4 weeks prior** to the abstract deadline if the data has been cleaned and/or checked by an ACCORDS biostatistician
- *Presentations* – Any additional data analysis needed for an abstract that has been accepted as a poster or presentation should be communicated to the ACCORDS biostatistician **at least 4 weeks prior** to the presentation. This should allow time for the poster/slides to be reviewed by co-authors and revised prior to the presentation.
- *Manuscripts* – Initial manuscript development usually has flexible analytical timelines. However, manuscripts being considered for publication that require revisions to the statistical analysis prior to being accepted (i.e., a revise and resubmit) should be reviewed with the ACCORDS biostatistician as soon as possible. Extensive revisions to the type(s) of statistical model(s) used may require a BAC internal review prior to resubmission of the manuscript; therefore, *please allow 2 weeks* for analytical revision *if possible*.

BAC Internal Reviews

ACCORDS BAC conducts internal reviews at critical points in the data cleaning and analysis phases of a research study. An internal review consists of at least one (independent) ACCORDS biostatistician reviewing the data management or analytical code of the ACCORDS biostatistician(s) involved with the study. Reviews may be necessary:

- 1) after the data has been cleaned, checked, and prepared for analysis
- 2) prior to final results being submitted for grants, abstracts, presentations, or manuscripts

Due to the additional time required for internal reviews, researchers are asked to adhere as closely as possible to the analytical timelines covered in this section.