



Quantitative Biomedical Research Center (QBRC)

Statement of Work

Project Code:

Date:

Prepared by:

A. Project Objectives

B. Summary of Data

C. Analysis Plan

1.

Deliverables:



Center Operating Policies

The Quantitative Biomedical Research Center (QBRC) supports researchers on analyzing, mining, and managing large-scale biomedical and public health data sets, including data generated by high-throughput technology. The Center operates research consulting projects with the following policies:

Procedure

Project execution begins once a consensus on the Statement of Work (SOW) has been reached and billing information is provided by the requesting researcher. Final costs will be based on the actual time and materials necessary to perform the specified services but will not exceed the above total without prior approval by both parties. In the event the project requirements change during any phase of the project, a Change of Scope document and amended quote will be added. Requests for publication support on past data analysis will require initiation of a new project and will be invoiced based on the current QBRC Analyst consultant hourly rate.

While all the services offered at the QBRC are available on a first-come, first served basis, the requesting researcher will notify QBRC staff prior to the start of the project of fixed deadlines (e.g. grant, paper, review, and abstract submission dates) to facilitate project planning. Researcher will inform QBRC staff of any security, confidentiality, or IRB declaration requirements associated with the data before the start of the project.

Reporting and Invoicing

All data sets, results, and documentation will be shared through password protected secure website with requesting researchers at regular intervals as defined by project milestones. The requesting researcher will receive monthly itemized invoice even for projects which are covered from external sources and for which no transfer of funds is required.

The client will provide associated grant or PO information to QBRC. The QBRC requires basic information on any grant application that is developed as a result of consultation as part of our reporting process.

Acknowledgments and authorship

The QBRC does not require co-authorship on studies using data generated solely on a fee-for-service basis using standard analysis methods by QBRC staff. In cases where significant intellectual contributions have been made by QBRC staff, co-authorship may be appropriate, following usually-accepted scientific practice. The requesting researcher and QBRC Director will discuss appropriate authorship.



Please note that payment of fees for data analysis services and authorship are not mutually exclusive and that authorship does not substitute for payment of Center expenses for services rendered.

In order to satisfy reporting requirements of our funding partners, and to monitor our scientific impact, we require that customers acknowledge work performed by the QBRC. This can be done in either or both of the following ways:

1. In the acknowledgments section of peer-reviewed publications, the following sentence should be incorporated: "The authors wish to thank [name of QBRC consultant(s)] of the Quantitative Biomedical Research Center at the Harvard T.H. Chan School of Public Health, Boston, MA for assistant with [activities or services performed]."
2. In the body text of peer-reviewed publications (for example, in Methods and Materials or Results sections): "[Service] was performed by the Quantitative Biomedical Research Center at the Harvard T.H. Chan School of Public Health, Boston, MA."

We will also be pleased to receive notification when customers publish papers acknowledging the QBRC.

Data Security and Retention

Due to space constraints, the QBRC cannot be responsible for storage of either original or derived data beyond the completion of the project. As such, researchers are strongly encouraged to obtain backup copies of both their original and derived data. The QBRC will help facilitate this process when possible.

QBRC Contact information

Derrick K. DeConti (DDeConti@hsph.harvard.edu)
SPH2, 4th Floor, Room 410
655 Huntington Ave
Boston, MA 02115
URL: <https://www.hsph.harvard.edu/qbrc/>



Researcher Contact information

Financial Contact:

Name: _____

Email: _____

Tel: _____

Billing Address: _____

Billing Information (Journal/PO #): _____

Project Lead Contact:

Name: _____

Email: _____

Tel: _____

I acknowledge receipt of this document:

Principle Investigator

Signature

Name

Title

Date