Process to Request Consultation from a CHEQR:

CHEQR provides the following process for working with researchers:

1. Intake/Scheduling
   a. Contact Mark Fafard at 244-9270 or mark.fafard@jax.ufl.edu to make an appointment for consultation
   b. Complete the Request for Assistance with Research Design and Analysis Form
   c. If you have an approved IRB Protocol, you will need to submit this to CHEQR prior to meeting
      i. If you need data analysis, you will need to add the CHEQR statisticians assigned to your project to your IRB form, Addendum T (IT Storage Form) in order for Carmen Iusan and /or Ryan Butterfield to gain access to your research files.
      d. If you have already collected data for the project and have a dataset you will need to provide a Data Dictionary that includes the label, data type and range for each variable

2. The request for assistance will be reviewed by Dr. Wood and Katryne Lukens-Bull and then assigned to a CHEQR staff member. If there are issues that should be addressed prior to the initial meeting, Dr. Wood or Katryne Lukens-Bull will communicate those to you in writing.

3. At your meeting time you will meet one on one with a CHEQR staff member to assist you at the stage you are at in your research.
   a. If you would like to meet with a specific staff member, please make that request when you communicate with Mark Fafard.
   b. At the meeting the staff member will have reviewed your protocol and/or Research Design and Analysis Form and be ready to discuss your study.
   c. In order for CHEQR to help you with your research the staff member will need to have you communicate the proposed
      i. Research hypothesis
      1. ii. Specific outcomes and predictors or covariates
      2. iii. Structure of the analysis plan
         d. The Goal of the 1st meeting is to review your research and/or data and create a plan for moving forward.

4. After the first meeting:
   a. The CHEQR staff person will send a summary e-mail confirming their next steps and the date by which the first step will be completed.
   b. After the initial meeting future meetings with CHEQR staff can be made directly with the staff member.

5. Subsequent meetings:
   a. By the second meeting a plan should be in place that summarizes:
      i. the timeline for completing the project
      ii. the analysis plan (if data analysis is required)
      iii. deadlines for papers, abstracts, or presentations