**Payment for Services of the Quantitative Methods Core (QMC)**

**General Support Services**

The QMC provides a variety of services to both new and experienced investigators at the University of Massachusetts in general and the U Mass Medical School in particular. For these investigators, the payment for those services follows these general guidelines.

1. The Quantitative Methods Core has very limited resources for no-charge consultations and is expected to rely substantially on user fees to support staff. Because of this, we need to charge investigators/departments for services rendered after the initial consultation.
2. At the conclusion of the initial consultation, we will develop a budget for the work involved (using the posted rates for QMC Personnel) and forward that to you (and your administrator) for approval. Once we receive the funding information from your department’s financial administrator, we will start work on your project.
3. If financial resources are lacking, discussions between the investigator and QHS senior administration need to be held to determine the source of support. Levels of hourly billing rates are indicated on the QMC web site ([www.umassmed.edu/QHS/QMC.aspx](http://www.umassmed.edu/QHS/QMC.aspx)).
4. It must be understood that the QMC cannot subsidize projects to any extent. If the effort on a project exceeds the agreed upon budget, the budget must be renegotiated before work can continue.

**Grant Application Support Services**

The QMC budget for a grant application involving any QMC personnel needs to be proposed by the QMC faculty member involved in the application. The application PI and the QMC faculty need to agree on the final budget before the Chair of QHS signs off on the grant. Under all circumstances, except possibly for training grants (K-level applications), the below guidelines reflect minimum allowable involvement of QMC staff and faculty. These limits are set based on:

1. The need for the QMC to generate enough revenue to continue to exist; and
2. Our experiences both as PIs and as reviewers on study sections, where inadequate funding for biostatistical support is a frequent and easy flaw identified by reviewers.

We will continue to provide free access to developing grant proposals, but our resources need to be preserved by the effort of our faculty and staff being fairly reflected in the grant budget. Our guidelines are as follows. Any exceptions will have to be pre-approved by both the Director of the QMC and the Chair of QHS.

1. For small grant applications (e.g. R03, and foundation grants of $150,000 (DC) per year or less) with analytic needs, a minimum of 5% FTE for a faculty statistician and 5% (in hours) for QMC staff analyst;  for projects where we have to supervise other non-QMC analysts, a minimum of 10% FTE faculty statistician; these staffing levels should be consistent across the years;
2. For intermediate size grant applications (e.g. R21, R34,  and foundation grants of about $250,000 (DC) per year) with analytic needs, a minimum of 10% FTE for a faculty statistician and 10% (in hours) for QMC staff analyst;  for projects where we have to supervise other non-QMC analysts, a minimum of 15% FTE faculty statistician; these staffing levels should be consistent across the years;
3. For larger grant applications (i.e., R01, P01/U01, foundation grants over $250,000 (DC) per year) with analytic needs, a minimum of 20% FTE for a faculty statistician and 30% (in hours) for QMC staff analyst are needed for the final year of the grant, or when main analyses take place; for projects where we have to supervise other non-QMC analysts, a minimum of 25% FTE faculty statistician; these staffing levels can vary by mutual agreement between the grant PI and the QMC faculty statistician across the years for longer grants, but the average must be at least 15% of faculty time across all years ; if a DSMB is required, funding for generating the reports every six months should be included;
4. If help is needed with a program project type of grant (e.g., P01), in which a methods/analytic core needs to be built into the grant, or as a Data Coordinating Center (e.g., multi-center R01), that core or DCC is treated as a separate budget unit within the grant (or even as a separate application), with the PI of the unit being QHS faculty. In this case, in addition to the guidelines in C. above, and the full department share of indirect costs for the core would come to the QHS Department, as is customary for these grant types.
5. For grant applications that are primarily for development with very minimal (if any) analytic needs, QMC faculty can be included as “Significant other contributors” at an hourly rate with a reasonable number of hours proposed – no fewer than 4 hours/month.
6. For any grant application that includes data collection, QMC data management should be included with a minimum of (in hours) 20% (or higher, depending on the complexity of data collection) in the first year and potentially decreasing after that. If the data management will be done by non-QMC staff, additional faculty support in all years will be needed.
7. QMC inclusion on the budget should reflect the intellectual contribution of the faculty in the grant development (just as for a publication); if the faculty develops the essential statistical parts of the application de novo (i.e., sample size/power, statistical analysis plan, QC/QA, data management, data and safety monitoring, and resource sharing), then the inclusion in the budget should be higher than the minimums listed above; if the application requires substantially less involvement, then the minimums should apply.
8. The budget/budget justification for QHS/QMC work will be developed by QHS financial administration staff.