

## Procedure StatiCS: Statistical Consultation Service (Version 1)

- The statistical consultation service includes verbal answers to methodological or statistical questions and, if required, advice on using statistical software (e.g., R or SPSS). The consultants do not perform data analyses on your behalf.
- Two main types of questions are possible: 1) a brainstorm session in which possible study designs or analysis methods are discussed that are appropriate for answering the substantive research question, 2) a specific question concerning one methodological or statistical issue encountered.
- The request form concerns only one methodological or statistical issue. For multiple (not related) issues, please, submit multiple request forms.
- After you have submitted the request form, a consultant will contact you via e-mail within 5 workdays in order to schedule an appointment for a first face-to-face consultation session.
- The time for the first consultation session is limited to a maximum of 45 minutes. The appointment will take place at the FSW building.
- Your supervisor is welcome to join you in the consultation session. If you plan to do so, please announce this to the consultant beforehand.
- The consultant will try to answer your question in one session, but often this is not possible. If further investigation is required from the PhD student or from the consultant, another consultation session will be scheduled for a later time.
- Please take into account that the consultants will not be able to provide solutions to every single problem. As a result, the consultant may refer you to literature and/or other experts. In addition, you do not have the right to claim that your problem will be solved by a particular deadline. This is due to waiting times as well as the fact that it is not possible to estimate in advance how much time the statistical consulting will take. We therefore recommend that you make an appointment for consultation as early as possible in your research.
- When the topic is of high interest to the consultant and the PhD student, they may start a collaboration and the consultant may be involved as a co-author of a scientific paper. If such a collaboration is started, the consultation service by StatiCS ends.

Leiden, FSW, Oct 10, 2016

The StatiCS team