

# STATISTICAL CONSULTING SERVICE

## INITIAL APPOINTMENT, 2009

Please fill out this form and return it to Kerrie Gamble (room 15.110), School of Mathematics and Applied Statistics and then make an appointment by ringing x4308 or contacting Kerrie Gamble by e-mail. **The form must be provided before an appointment is made.** If you are a research student then your supervisor must attend the first meeting with you. This saves your time and ours.

### CLIENT

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CONTACT PHONE: (business) \_\_\_\_\_ (home) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

(Tick the  Staff Position: \_\_\_\_\_

appropriate  Student Degree registered for: \_\_\_\_\_

circle) Expected date (month and year) of completion: \_\_\_\_\_

Background (e.g., subjects completed) in Statistics: \_\_\_\_\_

Which half-days are you and your supervisor available? \_\_\_\_\_

If you are a member of a University research Project/Program, please name it and list its co-ordinator:

Name: \_\_\_\_\_

Co-ordinator: \_\_\_\_\_

Please attach a photograph of yourself. (An enlarged photocopy of your staff/student ID is perfectly acceptable.) The consultants see many clients each year; this helps them to remember you.

### SUPERVISOR (if applicable)

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CONTACT PHONE: (business) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

### Guidelines on use of the Statistical Consulting Service

The Statistical Consulting Service provides advice on the use of statistical thinking and methods in research carried out by postgraduate students and staff. The objectives of the service are to improve and then maintain the quality of quantitative research done and to improve the statistical skills of researchers at the University of Wollongong. The service is operated by the School of Mathematics and Applied Statistics and is funded by the PVC(R). The statisticians who provide the consulting are all involved in normal teaching, research and administration, and the following guidelines have been developed to ensure that an effective service is provided within the limited resources available.

- The service is available to academic staff, and to postgraduate or Honours students undertaking research degrees or doing a research project as part of a degree by course work.
- Projects without external funding will be provided with up to 10 hours of consulting services per calendar year at no cost. Any time after that will be charged to the client at the rate of \$125 an hour.
- Projects in receipt of external funding are expected to meet the cost of the consulting services provided. The rate for this will be negotiated with each client.
- The subsidised 10 hours is at the discretion of the Director of the SCS. If the director considers that there is no benefit in further help, assistance may be stopped. Where a client does not have a first consultation until after 31st August, a maximum of 5 subsidised hours shall be provided in 2009.
- The cost of any Statistical Computing organised by the SCS will be charged directly to the client at the rate of \$80 an hour.
- The consultant will not teach you Statistics or Statistical Computing. The SCS provides courses in Statistics and Statistical Computing. Clients are encouraged to attend these courses where possible before obtaining advice from the SCS. Participants will be charged for their attendance at such courses.

Continued over...

**Client's Responsibilities**

- Acknowledgment of the statistical consultant since it should be expected that the project has benefited from the advice given.
- If some part of the project is submitted for publication, and if this part includes major statistical design or analysis performed under the direction of the statistical consultant, then the statistical consultant should be offered joint authorship.
- Provide a copy of the final report to the statistical consultant.
- Data used in the project, might be of further use in teaching and research at the University of Wollongong. Please consider giving the SCS a copy of the data in electronic form. The source of the data will be acknowledged.

I understand and agree to the above conditions.

SIGNED (client): \_\_\_\_\_

• *The Head of Department or Program Leader must complete one of the following declarations before the initial appointment occurs.* Please tick one of the following boxes.

- I certify that the investigation described above has no external funding OR
- Funds are available for Consulting.

SIGNED (Head or Program Leader): \_\_\_\_\_

**Consulting Problem**

Title-

(Please attach a one-page brief overview of your general research aims and a description of the design issues, modelling, data analysis, ... on which you are currently seeking advice. Please do not provide papers, etc unless asked.)

---

**Office Use Only**

Project No 2009-\_\_\_\_\_

Date	Service	Consultant	Time	Cost

**Consultant's Report**