WORKFLOW

How to start and develop a project with IDWP
Available guidelines

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➢ Table of tasks in the workflow

- Describing what is done at each phase of a project by:
  • Principal Investigator (PI)
  • Study Coordinator (SC)
  • Statistician (S)
  • WP Chair (WPC)

➢ Guidelines for external statistical collaborations
Workflow: phases

1 - planning
2 - data preparation
3 - statistical analysis
4 - publication
Planning

Preliminary study proposal
PI, WPC (template)

Feasibility
SC, S

Discussion WP meeting
PI, WPC

Final study proposal
PI, WPC, SC, S

Assessment of hours needed (SC, S)
(Feasibility external statistician, S)
Priority (WPC)
Data preparation

Data collection needed
- Med-B/C data request
- CRF creation
PI, SC (S)

Data collection / retrieval
SC (PI, S)

Data available
Extraction of data from db
SC

Dataset preparation
SC (S)

First data overview
SC (S)

Checking data overview
SC, S, PI
Statistical analysis

Follow-up / motivation / support: WPC
Publication

* paper, abstract, presentation

1st Manuscript draft*
- PI (WPC, S)

Stat section
- S

Checking results reported
- SC, S

Co-authors’ review

Final manuscript*
- PI, WPC, SC, S

Co-authors list
- PI, SC, WPC

Other tasks for PI:
- Distribution to co-authors
- Formatting of text and tables (slides)
- Submission & relationship with Editors
External statistical support
External Statistician (ES) / WP Statistician (WPS)

- **Objective:** keeping some homogeneity of methodological approaches and quality

- **Planning:** ES agrees on the SAP (template) with WPS

- **Data analysis:** ES responsible; WPS available for consultation (responsibility of the PI and WPC that WPS involved when necessary)

- **Publication:** WPS agrees on draft manuscript; authorship depends on actual contributions