

## The processes available for obtaining a “biostatistician letter”

**Preamble:** It is crucial that your title exactly matches on the protocol that is approved by the APC/AAC; on the biostatistician’s letter to the Ethics Committee and in your protocol submission to the Ethics Committee. Any discrepancy of case, punctuation or spelling etc.. will cause possible delays in your graduation date as well as a bureaucratic process to put things right.

Do NOT put your whole title in capital letters. Do not capitalise the first letter of every word in your title (just capitalise the first letter of the title as well as any proper place names etc...).

I If you would like to make use of an SHSPH biostatisticians services then .....

Step 1: The protocol must be reviewed internally by someone other than your supervisors.

Step 2: Any required changes to the protocol must be made.

Step 3: Mail the protocol to the statistician of your choice with a request for a biostatistician’s letter. Mention that it has been internally reviewed and name your supervisor(s).

Step 4: The biostatistician will read your protocol and then either:

- a. Issue a statistics letter for the Ethics Committee; or
- b. Ask you to make an appointment to discuss the statistical analysis, preferably with your supervisor(s) present. A letter will then be issued once the protocol is suitably corrected (statistical section).

Please note that a preliminary, broad, discussion regarding the possible sample size and statistical methods can take place, following an appointment being made; but that it is important that your supervisor(s) is/ are present to take part in this discussion.

II If you would prefer to consult a member of the biostatistics unit on Hatfield campus then ....

1. Go to the website: [www.iscsup.co.za](http://www.iscsup.co.za) and complete the request for assistance form.
2. Clearly indicate on the form that this is a request for the specialised research-related biostats support service.
3. Once a ticket number has been obtained, email the ticket number to [tanita.cronje@up.ac.za](mailto:tanita.cronje@up.ac.za)

Your protocol should have been reviewed and corrected (if required) before sending it to the Hatfield campus biostatistician for assistance. The protocol should be sent at least one week before the appointment date, please.

**DATED: 25<sup>th</sup> July 2019**