

## **Biostatistics Team Procedures and Expectations**

### *Laboratory management regular practice*

- For every project assigned to a student, the student will be matched with a postdoctoral associate or MS-level biostatistician (PA). The PA will explain the tasks and how to perform them, and make sure that the student understands the tasks. It is assumed that the student will learn the research practice and start working independently with limited guidelines from the PA. It is expected that the PA will not have to repeat the same instructions to the student.
- The student and PA should keep a track of time spent on each specific task, e.g., table preparation 1 hour. The PA should approve both, accuracy and reasonableness of the time spent on each task. For example, if the student indeed spends 10 hours on a table that should take a couple of hours, the claimed time (10 hours) is accurate but not reasonable.
- Should the student have any questions about their assigned tasks they should talk to the PA. If the PA decides that Dr. Soulakova should be involved then the PA will arrange for the meeting.

### *Assigning tasks*

- The PA will be assigning tasks to students that will be beneficial for the student's learning and relevant to the project. The PA will not assign any tasks that require a higher level than the student's level. For example, usually, modeling should be completed by the PA, while description of a sample should be completed by the student.
- The PA will plan the research activities and specify the estimated time of completion for each task; this information will be elaborated to the student. The student should attempt to meet the deadlines and notify the PA in a case of a delay.

### *PA's responsibility*

- PA should clearly introduce the standard steps in conducting a research project.
- PA should clearly explain every task assigned to students including the goals, purposes, and method. The student's productivity and understanding is in part a reflection of your mentoring skills.
- PA should also reinforce and guide a responsible work ethic, both by communicating with students and leading by example.

### *Student's responsibility*

- Students should maintain high level of quality of their work; there are no merits to simply being present in the lab. If the student happens to have no assignment, talk to your PA.

- While mistakes may happen, the best policy is to be upfront and honest rather than knowingly reporting incorrect results.
- Students should communicate to the PA when they do not understand a task clearly.
- The student should not go to the next step until he/she gets approval of the PA. For example, the student should not start preparing a report before the PA approves the SAS codes.
- The student should upload the most updated files on One Drive, so that the PA can access them at any time. This is especially important when the student is not present in the lab.