

# Biostatistical and Data Sciences Service Center/Core Facility Policy

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Title:	Biostatistical and Data Sciences Service Center/Core Facility Policy
Responsible Officer:	Vice President, Research Administration
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Approved By:	<i>Kathryn Tasker</i>

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## **1 Purpose**

The purpose of this document is to define services and cost of the services provided by the Biostatistical and Data Sciences Service Center (aka Core Facility).

## **2 Scope**

This policy is applicable to anyone purchasing Biostatistical and Data Sciences Services.

## **3 Definitions**

None

## **4 Policy Statement**

The Biostatistical and Data Sciences Service Center (aka Core Facility) is a unit within the Marcus Institute that provides expert services to PIs within, and occasionally outside of the Institute. The costs of providing these services, including the salaries and related fringe benefits for the staff who work in the facility, are accumulated in the unit's cost center and then billed back to users based on actual usage of the center's services, at rates developed to recover not more than actual costs.

The charges for these services represent direct costs to grants and are subject to the annual Uniform Guidance Single Audit, which is under the regulations set forth OMB's Uniform Guidance (2 CFR 200). Fees must not discriminate between federal and non-federal sponsors. The center is designed to recover costs and achieve "break-even" over a reasonable period of time.

## **5 Procedures**

The services provided include assistance with experimental design, design of systems enabling participant allocation, design and maintenance of electronic data capture systems, study monitoring, data quality-assurance, data analysis, software and algorithm development, analyses for presentation and publication, preparation of public use data sets, archiving and documentation, and other directly related activities. Costs are inclusive of specialized computing, software and data management tools used in support of bio-statistical and data sciences activities. These costs are not part of the indirect cost pool.

### **5.1 Rates**

Effective 10/1/20, FY21, the hourly rate is \$80.52.

#### **5.1.1 Rate Adjustments**

The Center's billing rates will be recalculated each fiscal year.

An adjustment to the fiscal year rate may only be done after review of the first 6 months of that fiscal year, and only when necessary. If the Center account is ahead or behind by 15%+ an adjustment may be made.

The goal of the Center is to break-even over a reasonable period of time.

## 5.2 Grant Submissions

### 5.2.1 Budget Review and Approval

The Biostatistical and Data Sciences Service Center management team must review and approve all Biostatistical and Data Sciences Service Center work budgeted on sponsored award applications. It is recommended that each PI work with the Biostatistical and Data Sciences Service Center management team 6-8 weeks before the deadline. The final amounts approved by Biostatistical and Data Sciences Service Center management will be communicated with the grant manager with a cc to the PI in a quote format. The budgeted amounts cannot be changed unless a new approval is obtained from the Biostatistical and Data Sciences Service Center management team.

The hourly rate used for all years will be the rate in effect at the time of submission. The hourly rate will be consistent for all sponsored (federal, state, private, etc) and non-sponsored projects.

If any funding agencies have questions about this service, please refer them to the VP of Research Administration. This should not be a discussion between a faculty member and a funding agency.

### 5.2.2 Budget Justification

The budget justification for all grant applications should be:

*Data capture and analysis will be provided by the Marcus Institute Biostatistical and Data Sciences core facility. These services include assistance with experimental design, design of systems enabling participant allocation, design and maintenance of electronic data capture systems, study monitoring, data quality assurance, data analysis, software and algorithm development, analyses for presentation and publication, preparation of public use data sets, archiving and documentation, and other activities. Costs are inclusive of specialized computing, software, and data management tools used in support of biostatistical and data sciences activities. These costs are not in the indirect cost pool. The hourly rate for this service is \$80.52*

*Faculty members can provide the following details in addition to the description above: The following hours have been budgeted: Year 1=XXXX hours, Year 2=XXXX hours, Year 3=XXXX hours, Year 4=XXXX hours and year 5=XXXX hours. The variation of these hours from year to year represent the initial hours required to start a new project (Year 1), maintain the project (year 2-3), review and start publication of research results (Year 4) and prepare for study conclusion (year 5). Specifically for this project, examples of the services purchased will be for programming the data collection instruments, setting up the database, conducting data checks and quality control procedures as the study progresses, cleaning and analyzing the study data, and developing a de-identified data repository for*

*other investigators to use. The core will oversee data entry, cleaning, and quality; prepare interim reports and tables for laboratory meetings and safety monitoring; help track study progress; and download biomarker data from the Mayo Translational Geroscience Network into a master analytic file.*

Please note, since this is a service fee, individual names of Core personnel should not be listed. This is no longer a TBD item under personnel. It is a fully justified service being provided.

### 5.3 Management of this fee on Awarded Grants

#### 5.3.1 Newly Funded Projects

Once a project is funded, a final budget amount must be reviewed and approved by the Biostatistical and Data Sciences Service Center management team. Once agreement is met, the Biostats management team will confirm with research administration with a cc to the PI the budget amount to be utilized in the monthly balance report.

#### 5.3.2 Funded projects that Cross Fiscal Years

As stated above, the hourly rate used for sponsored award applications will be the rate in effect when the sponsored award is submitted. But, the hourly rate will change each fiscal year. The rate expensed to a sponsored award will be determined by what fiscal year the work was done.

#### **Example:**

For a sponsored award submitted in FY20 (10/1/19-9/30/20) for a three year project, the hourly rate used in the pending application for all 3 years was \$74.58.

When awarded in FY20, the rate used for each year will be determined by the fiscal year in which the work is done:

Year 1 7/1/20-6/30/21

- Work done in FY20 (10/1/19-9/30/20) will cost \$74.58 per hour. Work done in FY21 (10/1/20-9/30-21) will be \$80.52

Year 2 7/1/21-6/30/22

- Work done in FY221 (10/1/20-9/30/21) will be \$80.52. Work done in FY222 (10/1/21-9/30/22) will be the rate set for FY22

Year 3 7/1/22-6/30/23

- Work done in FY22 (10/1/21-9/30/22) will be the rate set in FY22. Work done in FY23 (10/1/22-9/30/23) will be the rate set for FY23

### 5.4 Invoicing

#### 5.4.1 Frequency

Invoices are produced monthly and will include either 2 or 3 pay periods following the HSL's monthly payroll schedule. The invoices will be generated by the Service Center

team and will include PI name, sponsored award ID # if applicable, project title, general ledger account number (XX-XX-XXXXX-77105), fees, period of service, and a description of the services provided. The Service Center team will mail the invoices to the faculty member to review, approve and return to the Service Center team in a 1-2 week time frame. Right signature must be used for these approvals due to time sensitivity. If the faculty member delays approval past this time frame, the expense may not be eligible to be charged to a sponsored award (10.10-10.17). Instead, it may have to be charged to a special purpose account (10.19). The Service Center team will send it to Research Administration within 5-8 days, ResearchAdmin@hsl.harvard.edu for processing.

One invoice for each project/general ledger account number will be generated with total hours of all team members each month.

#### **5.4.2 Approvals**

Only the faculty member responsible for the project/general ledger account number can approve the invoices. There will be very limited retroactive changes to these expenses and they will require additional approval, justification for the change and a detailed plan to avoid such transfers in the future once a journal payment has been processed by Research Administration.

#### **5.4.3 Additional Documentation**

The Biostats leadership along with the Biostats team member are responsible for accurately capturing hours worked on grants for the invoice being prepared. Detailed back up will be available if requested.

#### **5.4.4 Expense Codes**

A unique expense code will be assigned to this Expense for budget and expense monitoring. It will show up on monthly expense reports as Biostats/Data Science Core, to unique expense code 77105. Grant Managers will provide a budget amount available on 10/1/19 when this policy goes into effect.

## **6 Reference Materials**

None