



SAINT LOUIS
UNIVERSITY

SAINT LOUIS UNIVERSITY

Procedures for the Use of Consulting Partners to the Research Methods Section

Procedure Number: PRGDO-002

Version Number: 1.0

Classification: Research

Effective Date: September 1, 2014

Responsible University Office: Vice President for Research

PROCEDURE

1. The Grants Development Office (GDO) will assemble a registry of Consulting Partners that can provide research methods consultation/support on an as-needed basis. These services typically will include consultation regarding research design, measurement, and statistical analyses appropriate to the proposed study.
 - a. Typically, Consulting Partners will be drawn from full-time faculty and staff at Saint Louis University (SLU). On occasion (e.g., when appropriate expertise is not available among SLU faculty), Consulting Partners may be solicited from neighboring institutions.
 - b. The participation of Consulting Partners in the GDO Network must have the approval of the Associate Dean for Research of the school/college in which the Consulting Partner works.
 - c. Consulting Partners must be willing to provide services in a manner that is consistent with requirements set forth in this procedure.
2. The following parameters guide partner consultations:
 - a. Consulting Partners must be willing to guarantee general availability for at least one consultation per year, but no more than once every calendar quarter.
 - b. When contacted by the GDO for a potential consultation, the Consulting Partner must be able to initiate consultation within 3 days.
 - c. When a consultation with a GDO referral is initiated, the consultation must be completed within 2 weeks of the initiation date.
 - d. Consultant is expected to update the GDO (via email) regarding the outcomes of the consultation within 5 days of completion (within 2 days if outcomes are poor).
 - e. The Consulting Partner is expected to negotiate meeting times directly with the GDO client, and those meetings typically will occur in the office of the Consulting Partner.

- f. If asked to do so by the client, the Consulting Partner typically should be willing to serve as a co-investigator on the client's grant, with appropriate salary coverage in the budget.
 - g. Time demands per consultation are expected to be moderate, but should not exceed 4 hours/week for up to 2 weeks—greater time commitments are likely when the client needs assistance with editing/writing the statistical analysis section of an application.
3. The following parameters guide GDO assignment processes:
- a. GDO staff members mediate between clients and consultants.
 - b. GDO is responsible for arranging initial contact with available/willing consultants.
 - c. GDO is responsible for informing client and introducing consultant.
 - d. Consultant selection may be independent of consultant content area expertise.
 - e. GDO is responsible for tracking levels/types of consulting activities for partnering consultants
4. Categories of Research Methods consultants
- a. Experimental design: social sciences
 - b. Randomized clinical trial (RCT) design: medical sciences
 - c. Field research design: social sciences
 - d. Clinical research design: medical sciences
 - e. Epidemiology research design
 - f. Experimental, RCT, and correlational statistics
 - g. Structural equation modeling
 - h. Multilevel modeling and hierarchical linear modeling
 - i. Psychometrics
 - j. Biostatistics
 - k. "Big data"
 - l. Bioinformatics
 - m. Qualitative research design/analysis
5. Potential benefits to Consulting Partners
- a. University recognized service component for annual performance evaluations and/or promotion review (summary of annual activity to be forwarded to Chair/Division Chief).
 - b. Potential co-investigator status and salary recovery (percentage of effort) on funded grant applications.
 - c. Potential authorship on publications from funded and successfully completed projects.
 - d. Increased linkage across SLU schools/departments that may promote interdisciplinary collaborations.

6. Evaluation of GDO consultancies
 - a. The GDO will evaluate the quality of consultations on a systematic basis.
 - b. Success rates of grant applications will be collected and used for comparison against success rates for non-GDO-enabled applications.
 - c. Consultant and client perceptions of consultation outcomes will be monitored at the time of project completion.
 - i. Client satisfaction ratings will be evaluated via self-report instrument and in-person interviews.
 - ii. Consultant satisfaction ratings will be evaluated via self-report instrument and in-person interviews.
 - d. The GDO will maintain a “report card” for each consultant that incorporates, at a minimum, ratings of client satisfaction, timeliness/responsiveness, and level of collaboration with GDO and client.
 - e. Report card scores will be considered when GDO is selecting consultants for future projects.

DISCLAIMERS

GDO cannot guarantee that every Consulting Partner will be asked to assist a GDO client on a predictable basis. Requests to Consulting Partners will be on an as-needed basis that takes into consideration the client’s needs and the Partner’s competencies.

GDO cannot guarantee that Partner consultations will result in salary coverage, co-investigator status, or publications.

GDO cannot guarantee that Clients will adhere to Partner recommendations, no matter how well-considered they are.

APPROVAL SIGNATURE

This procedure was approved by:

Signed by Raymond C. Tait, Ph.D.

August 25, 2014

Vice President for Research
Saint Louis University

Date:

DOCUMENT HISTORY

EFFECTIVE DATE	VERSION NUMBER	MODIFICATION
September 1, 2014	1.0	New Document