SPARC Request Instructions for BERD Services – For GW-based Investigators

(Revised 9/9/20)

Quick Background

Our support to investigators is partially subsidized by an NIH funded grant awarded to GW and Children's National designed to support translational and clinical research. At GW, our biostatistics service (the "BECS") coordinates with a similar service at Children's National to help investigators with biostatistics and related support. We ask investigators to use an online services request system to describe their project and what they need. This allows us to 1) track our services, which we report annually to the NIH, and 2) assign faculty or staff to provide the requested support. If you already know who will be providing biostatistics support, you can indicate that when you put in the request. If you do not list anyone as providing support, then someone will be assigned, and you will be contacted by that person.

Note that occasionally there are staffing shortages or technical glitches resulting in no follow-up to your request. If you are not already working with someone from our group and you have waited a few days after submitting a request, please contact Annette Aldous (aaldous@gwu.edu) or Dr. Sam Simmens (simmens@gwu.edu) at GW or Dr. Jim Bost at Children's National (jbost@childrensnational.org) for follow-up.

Acronyms:

CTSI-CN: Clinical and Translational Science Institute-Children's National. The NIH funded Children's National-GW partnership.

BECS: GW Biostatistics and Epidemiology Consulting Service. The GW-specific group that provides these services to GW based investigators.

BERD: Biostatistics, Epidemiology, and Research Design. The combined GW/Children's National "module" within the CTSI-CN that provides biostatistics and epidemiology methods support. At GW, for most purposes there is no need to be concerned about the distinction between the "BECS" and the "BERD" module.

SPARC Request: The NIH supported platform used by the CTSI-CN for requesting various research services, including biostatistics support.

Instructions for Creating a SPARC Request

The first time you request services, you will need to register and create a username and password. To do so, go to the CTSI SPARC Request Portal. Click on "**Don't have an account? Sign up**." Enter the required information and click on "**Create Account**." Once created, allow 24 hours for approval.

After your account has been approved through an email notification, log into the CTSI SPARC Request Portal by entering the assigned username and password.

SPARC STEP 1: Add/Update Services

- The SPARC Request tab should be open. Click on the blue tab "**CTSI-CN Module**".

- Select "**Biostatistics, Epidemiology and Research Design**."
- (If you are requesting a sample size or power calculation, we encourage you to follow the link provided to learn more about the subject and provide information that will assist the consultant in preparing for the consultation. You may do this before or after completing your SPARC request as described below.)
- Choose between the " **One Hour Consult**" button, for a quick one-off question, or the "**Add**" button, to set up the Initial Consultation for your project.
- Option 1. If you choose the "**One Hour Consult**" you will be sent to a calendar program to pick a date and time and choose your biostatistician if you have a preference. **GW Investigators**: this One Hour Consult is provided by biostatisticians based at Children's National. If you would like a one-hour consultation with a GW statistician instead, sign up for a BECS Quick Clinic appointment [here](#).
- Option 2. For support that would go beyond a one-hour consult, click the "**Add**" button. In the pop-up dialog box, choose "**Yes**" to enter a new study. You will then see "Initial Consultation" in the "My Services" box on the right. Click on the green "**Continue**" button.

SPARC STEPS 2-6:

- Click on "**New Research Study or Project**" and enter the required information (noted with asterisks) including the Primary PI. Then **Save** the form.
- Use the "**Save and Continue**" button on the lower right to proceed through Steps 2-5, providing specific information about your request and attaching any additional documentation if needed. Ignore the section on Cost / Pricing.
- In the Step 5 "Forms" section, you can explain more of what you need by clicking on the green "**Complete**" button. **GW Investigators**: where the Initial Consultation form asks for your Division, please enter "GW Dept of …". You can also request a particular consultant in this form.
- In Step 6, you will be able to review your request and make changes if necessary. You may also "Save as Draft" and complete later. When you are ready, click on "**Submit Request**."