Thank you for reaching out via SPARC regarding biostatistics support.  In order to initiate support through our department, we request you fill out a SPARC request through the CTSI-CN (instructions are provided below).  Once we receive the request, someone from our division will reach out to you to clarify details of the support needed, and the project will be assigned to someone in our group who will be able to provide you the necessary support.

SPARC Request Instructions:

Initially, you will need to register and create a username and password at the [CTSI SPARCRequest Portal](https://urldefense.proofpoint.com/v2/url?u=https-3A__sparc.ctsicn.org_identities_sign-5Fin&d=DwMFaQ&c=Zoipt4Nmcnjorr_6TBHi1A&r=hHCFWfdnEprfOfH-qzIiW5GyR7pAqDbpcrUGlt6gNhc&m=UCvNW95j3ljp6gEcMdJgBbLaKXC1kU9mqvFQOHsEjVg&s=VQixd-cK-HFb8GsM7fUAGjWhPVr9Bv5_-e8Ii9103NA&e=). Once created, allow 24 hours for approval. After your account has been approved:

1. Log into the [CTSI SPARCRequest Portal](https://urldefense.proofpoint.com/v2/url?u=https-3A__sparc.ctsicn.org_identities_sign-5Fin&d=DwMFaQ&c=Zoipt4Nmcnjorr_6TBHi1A&r=hHCFWfdnEprfOfH-qzIiW5GyR7pAqDbpcrUGlt6gNhc&m=UCvNW95j3ljp6gEcMdJgBbLaKXC1kU9mqvFQOHsEjVg&s=VQixd-cK-HFb8GsM7fUAGjWhPVr9Bv5_-e8Ii9103NA&e=) by entering the correct username and password.
2. The SPARCRequest tab should be open. Click on the blue tab “CTSI-CN v2.0 modules”.
3. Select “Biostatistics, Epidemiology and Research Design.”
4. Choose between a one hour only consult by clicking on the ” One Hour Consult” button if you just have a one off quick question or the “Add” button to set up the Initial Consultation for your project.
5. If you choose the “One Hour Consult” you will be sent to a calendar program to pick a data and time and choose your biostatistician if you have a preference
6. If you choose the “Add” button you will be asked to complete specific information about your request and attach any additional documentation if needed.  Ignore the section on Cost / Pricing.  There are a specific set of questions associated with Initial Consultation where you can explain more of what you need by clicking on the “Complete Form” button.  You can also add a Note if needed. Also remember to change the status from Draft to Submitted.

If you have any questions when filling out the request or after the request has been submitted, please don’t hesitate to contact me.