

Guidelines for ‘Coaching Program’ at the Core Facility Statistical Consulting

1. About the Core Facility Statistical Consulting

The Core Facility Statistical Consulting offers support for research questions and addresses challenges in (bio-) statistics by ensuring the quality of analyses and applying modern statistical methods to your data. The services at the Core Facility include data analysis, method development, experimental design, proofreading, preparation of publication materials and more.

2. About the program

The Core Facility Statistical Consulting is excited to offer a ‘Coaching Program’ for doctoral researchers enrolled at HELENA or with a Helmholtz Munich contract. The goal of this new program is to provide doctoral researchers from Helmholtz Munich with an opportunity to access expert statistical advice to enhance their research and to ensure the validity and accuracy of their statistical methods.

In contrast to the regular consulting, the costs of these services are completely covered by HELENA. It therefore poses a unique opportunity for the candidates to benefit from the services of the Core Facility with no costs occurring for their institutes. Furthermore, the program offers applicants the opportunity to network with peers (opening event...etc).

To begin with, the Core Facility Statistical Consulting will provide these services to up to **five** candidates per annum. A **maximum of two** candidates from the same institute can be offered a place in the coaching program in any given year. Applications for the coaching program are open **until the 12th of May 2023**.

3. Program overview

The selected candidates (coachees) can access the coaching services for a period of one year. The coachee is expected to meet the assigned coach for an hourly meeting approximately every two weeks, either personally or digitally. Each candidate will receive a total of 24 consulting hours over the year. The consulting meetings will be flexibly decided between the coachee and the coach. The coachees are expected to prepare for these appointments in advance. In the exceptional cases in which a meeting must be postponed, the candidate must notify the his/her coach with an appropriate notice period. If some hours remain unused by the end of the year, a grace period of two months is allowed to utilize any remaining hours.

4. Eligibility criteria

Candidates should, in principle, be in the **2nd or 3rd year of their doctoral program** and should have attended (or officially exempted from) the mandatory courses offered by the Core Facility Statistical Consulting. These mandatory courses are:

- Reproducible and Open Research
- Introduction to Statistics
- Introduction to R

5. Selection procedure

The Core Facility will not consider any incomplete applications and/or applications that are received outside the application period. The required documents are:

- Completed application form
- Letter of motivation (maximum two pages) with the following details:
 - A few sentences describing yourself, i.e., who are you, what have you studied, what are your interests
 - Description of the research project
 - The motivation for applying to the coaching program; why do you seek statistical support? How could you and/or your research benefit from it?
- CV
- Short recommendation letter of the supervisor (optional)
- List of existing publications (if any)

The application procedure is designed to ensure that the selected participants are motivated to advance in their research and require help of the Core Facility Statistical Consulting. Unsuccessful applicants are encouraged to reapply in the following year. The Core Facility will ensure that everyone has a fair chance and no discrimination is exercised during the selection process.

6. Language

The language of communication will be English.

7. Publication:

The contribution of the Core Facility Statistical Consulting should be recognized in an appropriate way (e.g., acknowledgement or co-authorship). If during the course of the coaching program, the contribution/s of the coach exceeds beyond the activities covered by an acknowledgment, the co-authorship should be discussed and decided. Before submission, manuscripts must be sent to the Core Facility for approval.

The Helmholtz Munich Core Facilities Publication Policy (https://www.helmholtz-munich.de/fileadmin/user_upload/Core_Facilities/Core_facility_Publication_policy.pdf) generally applies.

8. Data protection:

The coachee should ensure the anonymization of any sensitive data (in particular personal data), as well as make sure that any necessary data protection rules are followed. Data should not contain any identifying characteristics such as name, date of birth or address when transferred to the Core Facility for Statistical Consulting. In the case that such anonymization is not possible, please contact CF-stats@helmholtz-munich.de in advance so that the necessary data protection agreements can be made in advance.

9. Disclaimer

This program is an offer to enhance the research quality at Helmholtz Munich. The Core Facility holds the right to discontinue the services in case of extreme circumstances, and/or if the services are no longer deemed necessary for the candidates due to inactivity, completion of the project, or other unforeseen reasons.