

Biostatistics Data Center

Job Information Form: Data Entry

The answers to the following questions will help us provide you with an accurate estimate of how much your job will cost. This form must be returned before an estimate can be provided.

Return this form to Biostatistics Data Center, Dept. of Biostatistics, SL-18 or FAX to 988-1706 or return via e-mail to bdc@mailhost.tcs.tulane.edu.

Date _____

Contact information

Name and campus address of researcher/contact person

E-mail address of researcher/contact person

Phone number of researcher/contact person

What is the best way to contact the researcher/contact person?

2. Job info

How many records are there to be entered?

When will the data be available for entry?

All data available as of (date) _____

Some data available, with more to follow, as of _____

When do you need the data?

What form would you like the data output?

_____ ASCII (space delimited text)

_____ SAS dataset

_____ SPSS dataset

_____ Excel (*.xls) file

_____ Access (*.mdb) file

_____ Other (Please specify) _____

Is data coding necessary?

_____ No, it's been done

_____ No, enter everything as given

_____ Yes. I'll meet with you to discuss this.

_____ I don't know. I'll meet with you to discuss this.

Please attach a copy of the data collection form(s) and any additional information needed (such as coding instructions).

All data will be double-punched and edited for accuracy. Please specify any additional requirements.