

**South Carolina Central Cancer Registry (SCCCR),
South Carolina Department of Health and Environmental Control
(SC DHEC)**

SCCCR Research Staff:

*****Initial Point of Contact: Jonathan Savoy, MPH*****

Jonathan Savoy, MPH (Research Analyst/Epidemiologist)

Email: savoyje@dhec.sc.gov, Phone: (803) 731-1419 ext. 117

Deborah Hurley, MSPH (Special Projects Research Coordinator/Epidemiologist)

Email: hurleydm@dhec.sc.gov, Phone: (803) 731-1419 ext. 111

Margaret Ehlers, MSPH (Research Analyst/Biostatistician)

Email: ehlersme@dhec.sc.gov, Phone: (803) 731-1419 ext. 109

Susan Bolick-Aldrich, MSPH, CTR (SCCCR Director/Epidemiologist):

Email: bolicks@dhec.sc.gov, Phone: (803) 731-1419 ext. 107

Location:

SC Central Cancer Registry, SC DHEC
810 Dutch Square Blvd., Ste. 220
Columbia, SC 29210

Office Hours: By Appointment.¹ (During normal business hours: M-F, 9:00 am – 5:00 pm)

Essential Functions and Limitations

Researchers²:

- SCCCR Research Staff will support researchers in developing data sets for *approved* research projects.
- SCCCR Research Staff will provide *limited* data/statistical support for research projects.
- SCCCR Research Staff will consult on, and may assist in providing general access or linkage to large public-access datasets.

Students²:

- SCCCR Research Staff will assist students with data acquisition, data set creation, and data analysis for dissertation, thesis, and research proposals on a *space available basis* for *approved* research projects.
- SCCCR Research Staff will not complete the analysis for the student; however, SCCCR Research Staff will advise students on the best approach to complete these tasks, including sample programming, if needed.
- SCCCR Research Staff will consult on, and may assist in providing general access or linkage to large public-access datasets.

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¹**Appointments:** SCCCR Research Staff will primarily see students and researchers by appointment only. However, time permitting, we will be available for “drop-ins” to assist those having technical difficulties with work *for which they have already been advised*. **Note:** “Drop-in” assistance will be time permitting; assistance requiring an extended time commitment may be deferred to an appointment.

²**Availability of Services:** Typically data, and statistical support for research projects are not available for *free*; however, limited data and data/statistical support may be provided free through the SCCCR DHEC. **Note:** this applies to *routine* data requests and data/statistical support on a *space available basis as time permits*. All projects must have appropriate approvals (all IRB approvals as well as the Cancer Control Advisory Committee Surveillance Subcommittee (CCAC-SS) approval).

1. Researchers: May apply for data and request limited data/statistical support for this work. Data/statistical support beyond what is considered to be a routine request may incur monetary charges or fees to offset the expenses incurred by the SCCCR. Alternatives to charges and fees for greater than routine support include *in-kind* support from the researcher (e.g., graduate assistants) or the role of the SCCCR being that of a *collaborator*.

The SCCCR welcomes requests for collaboration from any researcher, student, or agency. All requests will be considered and carefully reviewed before any commitment is given. Criteria for collaboration include, but are not limited to: quality of research project, feasibility, timelines, available staff and current workload, and funding.

Note for Researchers: To provide appropriate statistical assistance to researcher, SCCCR Research Staff will need to become familiar with your data and statistical needs well in advance of any deadlines. Therefore, it is strongly recommended that the PI (or Co-PI, or Project Manager) schedule a planning meeting prior to any deadlines that allows appropriate time for work to be completed. Researchers should also request a copy (via email) of *Working with the South Carolina Central Cancer Registry (SCCCR), Best Practices for Students & Researchers* from Jonathan Savoy or Deborah Hurley, **prior** to this meeting.

2. Students: Students doing approved thesis or dissertation work may apply for data and request data/statistical support (mentoring) for this work.

Note for Students: SCCCR Research Staff will need to read and interpret student project proposals and consult with faculty (committee members) to become familiar enough with the project to provide appropriate statistical assistance. Therefore, each student should plan at least one brief introductory meeting before any work is to begin. **Students are required to request a copy** (via email) of *Working with the South Carolina Central Cancer Registry (SCCCR), Best Practices for Students & Researchers* from Jonathan Savoy or Deborah Hurley, **prior to this meeting**. Students should be fully prepared for this meeting as described in the *Best Practices*.

NOTE: If considerable assistance is given on any particular project, the SCCCR project staff should be included as a co-author for publication, when appropriate. However, an *Acknowledgment* for using SCCCR data as always required.