

**Department of Mathematics and Statistics
Statistical Consulting Lab
Texas Tech University**

Client Information Form

Please fill this out and bring it with you to the first meeting you have with the SCL. Alternatively, you may fax (806-742-1112) or email (james.surles@ttu.edu) it before the first meeting.

Name: _____

Phone: _____

Email: _____

Department/Affiliation: _____

Title (grad student/staff/faculty): _____

Advisor/Project manager (if applicable): _____

Working project title: _____

Software used: _____

Initial contact date and type: _____

For the first meeting, please bring a copy of any research that you may have already done on the current project and/or any past research done by yourself or others that may be applicable. If data have already been collected, please bring an electronic copy of the data in a common format (e.g. ASCII, Microsoft Excel, etc. – contact the SCL if you are uncertain what types we can deal with). It may also be helpful to provide the SCL with a copy of the data before the first meeting so that we can deal with any immediate and obvious issues or problems with the data. If the data file is not unduly large (less than 2 megabytes), then it can be sent as an attachment via email.

Thinking about and being prepared to answer the following questions can help motivate and advance the discussion:

- What research questions would you like to answer?
- What data did/will you collect and how did/will you collect it?
- Do you have any ideas as to how the data should be analyzed?