

# ***Survey Research Operations***

## ***Monthly Project Report***

### ***Sponsored Projects***

***November 2017***



## Sponsored Projects

*(ABCD) Adolescent Brain Cognitive Development*  
*(A-STARRS LS) Army Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study*  
*(BFY) Baby's First Years*  
*(CogEcon Web) CogEcon 2016 Web*  
*(DMACS) Detroit Metropolitan Area Survey*  
*(HCAP 2016) Harmonized Cognitive Assessment Protocol*  
*(HRS 2016) Health and Retirement Study*  
*(HVBP) Hospital Effectiveness*  
*(HCDC, H&C) Housing & Children*  
*(CAMS 2017) HRS 2017 Consumption and Activity Mail Study*  
*(LHMS) Life History Mail Survey (LHMS) Fall 2017*  
*(MTTS) Mathematics Teachers & Teaching Study*  
*(MTF Illume Web 2017) Monitoring the Future Web Programming and Survey Pilot*  
*(NSFG 2010-2020) National Survey of Family Growth*  
*(AHRB) Neurodevelopmental Pathways in Adolescent Health Risk Behavior*  
*(YRS) Optimizing Youth Suicide Risk Screening and Triage In the Emergency Department*  
*(PSID TAS 2017) Panel Study of Income Dynamics - Transition to Adulthood Study 2017*  
*(PSID-Imm) PSID Immigrant Refresher Screening Project*  
*(PSID MULT) PSID Multiplicity Screening*  
*(SWEL) Stress and Wellbeing in Everyday Life*  
*(SCA 2017) Surveys of Consumer Attitudes*  
*(SCIP-2017) Sustainability Cultural Indicators Program-2017*

<b>Project Name</b>	Adolescent Brain Cognitive Development (ABCD)												
<b>Project Mode</b>	Primary: Mixed	Secondary: Mixed	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b> Current										
<b>Budget</b>	<b>Direct Budget:</b> 277,805.00	<b>Indirect Budget:</b> 0.00	<b>Total Budget:</b> 430,596.00										
<b>Principal Investigator/Client</b>	Mary Heitzeg (UM Dept of Psychiatry)												
<b>Funding Agency</b>	NIH												
<b>IRB</b>	<b>HUM#:</b> HUM00106316	<b>Period Of Approval:</b>	9/10/2015-1/7/2017										
<b>Project Team</b>	<b>Project Lead:</b> Karin Schneider <b>Budget Analyst:</b> Janelle P Cramer <b>Production Manager:</b> _UnAssigned <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> _UnAssigned <b>Production Manager:</b> _UnAssigned												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>ABCD is a longitudinal study of about 10,000 children from ages 9-10 through early adulthood to assess factors that influence individual brain development trajectories and functional outcomes. UM Dept of Psychiatry is one of 19 research sites across the country.</p> <p>Sampling statisticians from our Stat and Methods Unit identified all public and private schools with children aged 9-10 within the geographic catchment area for each site. This activity was under a separate contract and the initial selection of four replicates has been distributed to all research sites. SRO received an electronic data file listing all selected schools in the UM catchment area.</p> <p>SRO will target the recruitment of 54 schools from Michigan, who will consent to distribute recruitment letters to parents for participation in the ABCD study. Respondent contact information will be returned directly to the Michigan research team for additional activities, including screening for eligibility. (Parents return cards with their contact information directly to the PI's staff.)</p>												
<b>SRO Project Period</b>	05/2016 - 03/2018												
<b>Data Col Period</b>	05/2016 - 02/2018												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>PreProduction Start:</b> 05/15/2016</td> <td style="padding: 5px;"><b>Pretest Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Pretest End:</b></td> <td style="padding: 5px;"><b>Recruitment Start:</b> 05/20/2016</td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b> 05/20/2016</td> <td style="padding: 5px;"><b>GIT Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b></td> <td style="padding: 5px;"><b>SS Train End:</b></td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 05/20/2016</td> <td style="padding: 5px;"><b>DC End:</b> 02/28/2018</td> </tr> </table>			<b>PreProduction Start:</b> 05/15/2016	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 05/20/2016	<b>Staffing Completed:</b> 05/20/2016	<b>GIT Start:</b>	<b>SS Train Start:</b>	<b>SS Train End:</b>	<b>DC Start:</b> 05/20/2016	<b>DC End:</b> 02/28/2018
<b>PreProduction Start:</b> 05/15/2016	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b> 05/20/2016												
<b>Staffing Completed:</b> 05/20/2016	<b>GIT Start:</b>												
<b>SS Train Start:</b>	<b>SS Train End:</b>												
<b>DC Start:</b> 05/20/2016	<b>DC End:</b> 02/28/2018												
<b>Other Project Team Members:</b>													
<b>Other Project Names:</b>	Adolescent Brain Cognitive Development												
<b>Sample Mgmt Sys</b>	NA												
<b>Data Col Tool</b>	NA												
<b>Hardware</b>	NA												
<b>DE Software</b>	NA												
<b>QC Recording Tool</b>	NA												
<b>Incentive</b>	NA												
<b>Administration</b>	NA												
<b>Payment Type</b>	NA												
<b>Payment Method</b>	NA												

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<b>Report Period</b>	Nov, 2017 (ABCD)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	Same as last month, clinic response is doing okay, but concern is that we have differential response (more A2 schools, for example, than schools that have greater diversity). Our emphasis through the end of the calendar year		

will be on promoting response with select schools. So, we are shifting from recruiting more new schools to hosting information tables at parent-teacher conference nights and similar activities.

#### Special Issues

NONE

#### Cost

Nov 30, 2017

**Total Cost to Date (Direct + Indirect):** 211,371.00  
**Estimated Cost at Completion (E\$AC):** 430,596.00  
**Total Budget:** 430,596.00  
**Variance (Budget minus E\$AC):** 0.00  
**Reason For Variance:**

#### Projections

Nov 30, 2017

**Dollars Projected For Month:** 22,000.00  
**Actual Dollars Used:** 15,000.00  
**Variance (Projected minus Actual):** 0.00  
**Reason For Variance:** Mainly did parent info nights rather than recruiting new schools to send parent packets

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	54		
<b>Goal at Completion:</b>	TBD		
<b>Current actual:</b>	78		
<b>Estimate at Complete:</b>	88		
<b>Variance:</b>			

#### Other Measures

Project Name	Army Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study (A-STARRS LS)																													
Project Mode	Primary: Web		Secondary: Telephone		Total of Modes: 3																									
Project Type	Sponsored Projects			Project Status	Current																									
Budget	Direct Budget:	8,218,215.00	Indirect Budget:	4,520,018.00	Total Budget: 12,738,233.00																									
Principal Investigator/Client	James Wagner (University of Michigan) Robert Ursano (Uniformed Services University of the Health Scienc) Murray Stein (University of California San Diego)																													
Funding Agency	Department of Defense																													
IRB	HUM#:	HUM00099203	Period Of Approval:	2/18/2016-2/17/2017																										
Project Team	Project Lead:	Nancy J Gebler																												
	Budget Analyst:	William Lokers																												
	Production Manager:	Ruth B Philippou																												
	Senior Project Advisor:	Mary P Maher																												
	Production Manager:	Meredith A House																												
	Production Manager:	Margaret Lee Hudson																												
Proposal #:	no data																													
Description:	This project is a continuation of the Army STARRS study (Army Study to Assess Risk and Resilience in Servicemembers). For STARRS LS, we will attempt to reinterview all respondents form the All Army Study (AAS), New Soldier Study (NSS) and Pre-Post Deployment Study (PPDS) samples using a web-phone multi mode study. Each of the approximately 70,000 eligible respondents will be invited to participate once every two years. In addition to reinterviewing the AAS, NSS and PPDS samples; STARRS LS will continue to maintain and support the Research Data Enclave, allowing members of the research team and collaborators to analyze primary Army STARRS data as well as de-identified historical administrative data received from the Army and Department of Defense (DoD). Additionally, STARRS LS will continue to receive and link de-identified administrative data to the survey data (from the original Army STARRS data collection as well as STARRS LS surveys). These data will also be made available in the Research Data Enclave.																													
SRO Project Period	02/2015 - 11/2019																													
Data Col Period	10/2015 - 11/2019																													
Security Plan	NA																													
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>02/01/2015</td><td>Pretest Start:</td><td colspan="2">10/14/2015</td></tr><tr><td>Pretest End:</td><td>03/31/2016</td><td>Recruitment Start:</td><td colspan="2"></td></tr><tr><td>Staffing Completed:</td><td></td><td>GIT Start:</td><td colspan="2"></td></tr><tr><td>SS Train Start:</td><td></td><td>SS Train End:</td><td colspan="2"></td></tr><tr><td>DC Start:</td><td>09/12/2016</td><td>DC End:</td><td colspan="2">09/30/2019</td></tr></table>					PreProduction Start:	02/01/2015	Pretest Start:	10/14/2015		Pretest End:	03/31/2016	Recruitment Start:			Staffing Completed:		GIT Start:			SS Train Start:		SS Train End:			DC Start:	09/12/2016	DC End:	09/30/2019	
PreProduction Start:	02/01/2015	Pretest Start:	10/14/2015																											
Pretest End:	03/31/2016	Recruitment Start:																												
Staffing Completed:		GIT Start:																												
SS Train Start:		SS Train End:																												
DC Start:	09/12/2016	DC End:	09/30/2019																											
Other Project Team Members:	Andrew Hupp, Heather Schroeder, Leah Roberts, Ryan Yoder, Andrew Piskowrowski, Lisa Lewandowski-Romps, Lamont Manley, Emily Blaczyk, Genise Pattulo, Derek Dubuque, Keith Liebetreu																													
Other Project Names:																														
Sample Mgmt Sys	MSMS																													
Data Col Tool	Blaise 5																													
Hardware	Desktop																													
DE Software	N/A																													
QC Recording Tool	Live monitoring																													
Incentive	Yes, R																													
Administration	SRO Group																													
Payment Type	Check, post (\$50-\$100); Cash, prepaid (\$2 (or Challenge coin)); Other (Army STARRS challenge coin (provide																													
Payment Method	Check through other system (MSMS); Imprest Cash Fund from ISR Business Office (MSMS); Other (Army STA																													

<b>Report Period</b>	Nov, 2017 (A-STARRS LS)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>Below is a summary of activities for this month. The full report is uploaded as a separate file for those needing additional detail.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Production data collection continues. We released sample replicates 29 and 30 this month, bringing the total number of released sample lines to 47,973.</li> <li><input type="checkbox"/> A total of 12,656 main Wave 1 interviews and 330 Phase 5 (end game) interviews have been completed as of</li> </ul>		

November 30. Production updates are being provided weekly to the research team via email, and a summary of data collection results is included in this report.

- ☐ We submitted our Year 4 budget package in November, and received a letter of intent to fund Year 4 from HJF (Henry M. Jackson Foundation).
- ☐ Preparation for Wave 2 data collection is underway. This month we worked on programming the Wave 2 questionnaires and sample management systems, refining the contact protocol and sample release plan, and outlining our staffing needs.
- ☐ We submitted an IRB amendment containing the Wave 2 recruitment materials and contact protocol.
- ☐ We provided information about safety plan rates, and are working with the PIs to adjust the safety plan for Wave 2.
- ☐ We submitted the ballpark cost estimate for the New Soldier Sample Refresher study for internal review. It should be approved and submitted to the STARRS-LS PIs in early December.
- ☐ Enclave user support continues. The completion date for the replacement server on the Enclave has been pushed back to January.

#### Special Issues

Areas of Risk, Mitigation Strategies:

We continue to track areas of risk, and develop mitigation strategies.

- Respondent contact and participation.
  - o We continue to wait for the Army to obtain the address updates from the IRS system. While this is coming late for Wave 1, it will be helpful for Wave 2.
  - o We are using fairly optimistic response rate assumptions for Wave 2. We will monitor results closely in the first months of data collection, and will make adjustments to our procedures and/or projections where necessary.
- New technical systems.
  - o We decided not to use the latest version of Blaise (Blaise 5.3) for the start of Wave 2, and will use the same version we are currently using for Wave 1 (Blaise 5.0.5). When Blaise 5.3 is fully tested and operational, we may switch to that version to take advantage of some of the enhanced functionality in the new version.
  - o We continue to work with the development team for our sample management system, and prioritize our requests to ensure that development of the most important issues are fixed before Wave 2.
- Addition of public use datasets.
  - o We are waiting for Army and PI decisions on which Army STARRS datasets will be made available to the wider research community. Once the decisions are made, we will need to evaluate the impact this will have on our staffing and costs, and will prepare budgets and timelines for these activities.

#### Cost

Nov 15, 2017

<b>Total Cost to Date (Direct + Indirect):</b>	6,698,737.00
<b>Estimated Cost at Completion (E\$AC):</b>	12,794,362.00
<b>Total Budget:</b>	12,738,233.00
<b>Variance (Budget minus E\$AC):</b>	-56,129.00
<b>Reason For Variance:</b>	We continue to adjust our costs each month, to reflect staffing and non-salary changes. This variance is less than 1% of the total five year budget. We will make adjustments in future months to ensure that we end the project with as close to a zero variance as possible.

#### Projections

Nov 15, 2017

<b>Dollars Projected For Month:</b>	282,354.00
<b>Actual Dollars Used:</b>	286,147.00
<b>Variance (Projected minus Actual):</b>	-3,793.00
<b>Reason For Variance:</b>	The overrun in October was 1% of this month's projected cost. We had a small under-run in respondent payments this month which was balanced by an equivalent over-run in salary costs.

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>			
<b>Current actual:</b>			
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

#### Other Measures

For this project, we have response rate and interview count goals for each of the five phases in our contact protocol. The sample is released in replicates and we are tracking results by phase and replicate. Tracking information is included in the Monthly update reports to PIs (uploaded as separate files)

<b>Project Name</b>	Baby's First Years (BFY)			
<b>Project Mode</b>	Primary: Face to Face      Total of Modes: 1			
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current
<b>Budget</b>	<b>Direct Budget:</b>	3,786,038.00	<b>Indirect Budget:</b>	2,113,179.00 <b>Total Budget:</b> 5,899,217.00
<b>Principal Investigator/Client</b>	Dr. Greg Duncan (University of California - Irvine) Dr. Kimberly Noble (Teachers College Columbia University) Dr. Katherine Magnuson (University of Wisconsin)			
<b>Funding Agency</b>	National Institute of Child Health and Human Development (NICHD)			
<b>IRB</b>	<b>HUM#:</b>	HUM00137963	<b>Period Of Approval:</b>	
<b>Project Team</b>	<b>Project Lead:</b>	Piotr Dworak		
	<b>Budget Analyst:</b>	Janelle P Cramer		
	<b>Production Manager:</b>	Barbara Aghababian-Homburg		
	<b>Senior Project Advisor:</b>	Stephanie A Chardoul		
	<b>Production Manager:</b>	Margaret Lavanger		
	<b>Production Manager:</b>	Anthony Romanowski		
<b>Proposal #:</b>	no data			
<b>Description:</b>	<p>University of Michigan Survey Research Center (U-M SRC) is contracted to recruit and interview participants for Baby's First Years -- a longitudinal randomized control trial study.</p> <p>The study's full name, listed on sub-contract documents, is Household Income and Child Development in Early Years. The study will draw on a convenience sample of mothers and their newborns in four US metropolitan areas: New York City; Omaha/Lincoln; New Orleans; and Minneapolis. One or two hospitals, listed in this application, will be used as recruiting sites in each area. The study uses a randomized control trial design in which low-income mothers and newborns will be randomly assigned to a treatment group that receives an unconditional income enhancement -- cash payments of \$333 per month—an amount roughly comparable to a variety of income assistance policies in the U.S. and shown to be associated with meaningful improvements for poor children in prior studies—or to a control condition that receives \$20 per month. In both groups, the payments will be made for the first 40 months of the child's life. To understand the impacts of added income on children's development, researchers will assess treatment/control group differences at ages 1, 2 and 3 on measures of cognitive, language, memory, self-regulation and socio-emotional development. Recruitment is scheduled to start in April of 2018, and each follow-up interview will be conducted 12 months later -- close in time to the child's 1st, 2nd, and 3rd birthday. The feasibility of the approach has been established in a one-year pilot conducted in 2014 at the New York Presbyterian Hospital/Columbia University Medical Center.</p> <p>The Principal Investigators are Dr. Greg Duncan from University of California Irvine (UCI), Dr. Kimberly Noble from Teacher's College Columbia University (TCCU), and Katherine Magnuson from University of Wisconsin-Madison (UWM). UCI (Dr. Duncan) and TCCU (Dr. Noble) are the institutions and signatories funding the U-M SRC subcontract from various sources including the National Institute for Child Health and Human Development (NICHD) and private foundations listed in this application. The study research team also includes co-investigators Lisa Gennetian (New York University), and Hiro Yoshikawa (New York University).</p> <p>SRO will be responsible for four interactions with the selected mothers/infants:</p> <ul style="list-style-type: none"> <li>• Baseline will occur immediately (within 24-48 hours) after birth, in the hospital;</li> <li>• Wave 1 will be a telephone interview with the mother when the child is 12 months old;</li> <li>• Wave 2 will be an in-person interview in the family's home that includes survey, developmental assessment, biomarker collection, and video recorded behavioral interaction when the child is 24 months old;</li> <li>• Wave 3 will be an in-person survey done while the mother and child are visiting a lab for other clinical tests when the child is 36 months old.</li> </ul> <p>Each data collection phase/wave will be a full 12 months, with Baseline starting in April 2018:</p> <p>Recruitment/Baseline: 04/01/2018 - 03/31/2019  Wave 1: 04/01/2019 - 03/31/2020  Wave 2: 04/01/2020 - 03/31/2021  Wave 3: 04/01/2021 - 03/31/2022</p>			
<b>SRO Project Period</b>	10/2017 - 12/2020			
<b>Data Col Period</b>	04/2018 - 12/2020			
<b>Security Plan</b>	NA			

**Milestone Dates****PreProduction Start:** 10/01/2017**Pretest End:****Staffing Completed:** 02/07/2018**SS Train Start:** 03/20/2018**DC Start:** 04/01/2018**Pretest Start:****Recruitment Start:** 01/01/2018**GIT Start:** 03/19/2018**SS Train End:** 03/22/2018**DC End:** 03/31/2019**Other Project****Team Members:**

Stephanie Chardoul (SPA)  
 Piotr Dworak (Lead)  
 Tony Romanowski (PM)  
 Daric Thorne (PM/SSA)  
 Barb Homburg (PM)  
 Peggy Lavanger (PM)  
 Jim McClure (DCS)  
 Jeff Smith (tech lead)  
 Jim Rodgers (MSMS consultant)  
 Andrew Hupp (MSMS consultant)  
 Pam Swanson (MSMS programmer)  
 Kyle Kwaiser (Data Manager)  
 Dave Dybicki (Blaise)  
 Colette Keyser (Blaise)  
 Tricia Blanchard (MSMS)  
 Kyle Goodman (Help Desk)  
 HHICD Household Income and Childhood Development

**Other Project****Names:****Sample Mgmt Sys**

MSMS

**Data Col Tool**

Blaise 5

**Hardware**

Laptop; [UM cell] Phone

**DE Software**

N/A

**QC Recording Tool**

Other (to be specified)

**Incentive**

Yes, R

**Administration**

SRO Group

**Payment Type**

Cash, prepaid (50)

**Payment Method**

Check through other system (MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS)

**Report Period**

Nov, 2017 (BFY)

**Project Phase**

Implementing

**Risk Level***Not Rated***Monthly Update**

October and November were spent laying groundwork for implementation:

- identified SRO teams: project management, data collection, and technical teams
- established workflow with the research team/PIs who coordinate development of study documents and the local sites
- clarified data collection protocols
- set up tentative recruitment plans, training schedule, etc. to secure staff necessary for the project.

The key goals for end of 2017 are to get programming on the way and to submit study to the IRB. Quick IRB submission was needed to clarify any issues surrounding the complicated multi-site research design involving PIs from UCI and TCCU as well as hospitals where data collection tasks will be conducted.

Staffing: We also identified 5-6 available on-staff interviewers to fill the staff roster of 12 interviewers (3 per study location).

Systems: Work began on programming MSMS. First draft of screener tasks have been submitted to the tech team and the test of the MSMS screener tasks is scheduled for the week of 12/4

Instrument: Short 3-5 min screener has been programmed and baseline is being specc'ed out based on the final document sent 11/28.

IRB: IRB application was submitted on December 1st for the full board meeting on January 10, 2018. Separate conversation will be held between U-M IRB and UCI IRB to discuss and settle the question of IRB of record for the project.

**Special Issues**

We are awaiting IRB agreement between U-M and UCI (meeting on 12/8) to see which IRB will become the IRB of record for the project.



**Cost**  
**Dec 31, 2017**

<i>Total Cost to Date (Direct + Indirect):</i>	0.00
<i>Estimated Cost at Completion (E\$AC):</i>	0.00
<i>Total Budget:</i>	5,899,217.00
<i>Variance (Budget minus E\$AC):</i>	0.00
<i>Reason For Variance:</i>	

**Projections**  
**Dec 31, 2017**

<i>Dollars Projected For Month:</i>	0.00
<i>Actual Dollars Used:</i>	0.00
<i>Variance (Projected minus Actual):</i>	0.00
<i>Reason For Variance:</i>	

**Measures**

	Units Complete	RR	HPI
<i>Current Goal:</i>	1000		7
<i>Goal at Completion:</i>	1000		7
<i>Current actual:</i>	0		
<i>Estimate at Complete:</i>	0		
<i>Variance:</i>			

**Other Measures**

<b>Project Name</b>	CogEcon 2016 Web (CogEcon Web)			
<b>Project Mode</b>	Primary: Web      Total of Modes: 1			
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current	
<b>Budget</b>	<b>Direct Budget:</b> 78,347.00	<b>Indirect Budget:</b> 28,205.00	<b>Total Budget:</b>	106,552.00
<b>Principal Investigator/Client</b>	Matthew Shapiro (SRC) Brooke Helppie-McFall (SRC)			

<b>Funding Agency</b>			
<b>IRB</b>	<b>HUM#:</b>	<b>Period Of Approval:</b>	
<b>Project Team</b>	<b>Project Lead:</b>	Esther H Ullman	
	<b>Budget Analyst:</b>		
	<b>Production Manager:</b>		
	<b>Senior Project Advisor:</b>	Kirsten Haakan Alcser	
	<b>Production Manager:</b>		
	<b>Production Manager:</b>		

**Proposal #:** no data

**Description:** Invite 600 past CogEcon respondents who have indicated internet access to complete a 15 minute on-line instrument. Participating Respondents will be asked to sign up for financial management tools and link their own accounts in return for token of appreciation. Instrument and sample management will be in Illume. There will be mail and email reminders. Survey will be fielded Oct-Dec 2017.

**SRO Project Period** 07/2017 - 01/2018

**Data Col Period** 10/2017 - 01/2018

**Security Plan** NA

**Milestone Dates**

<b>PreProduction Start:</b>	<b>Pretest Start:</b>
<b>Pretest End:</b>	<b>Recruitment Start:</b>
<b>Staffing Completed:</b>	<b>GIT Start:</b>
<b>SS Train Start:</b>	<b>SS Train End:</b>
<b>DC Start:</b>	<b>DC End:</b>

**Other Project Team Members:** Hueichun Peng will program Illume sample management and complex Illume sections. Donnalee Gray will help with Illume programming for the VRI section, other programming will be completed by project staff. Suzanne Hodge will be SSA and Minako Edgar is Data Ops manager

**Other Project Names:** CogEcon 2017 Web

**Sample Mgmt Sys** Illume

**Data Col Tool** Illume

**Hardware** NA

**DE Software** Illume

**QC Recording Tool** N/A

**Incentive** Yes, R

**Administration** SRO Group

**Payment Type** Check, post (variable)

**Payment Method** Check through other system (Illume)

<b>Report Period</b>	Nov, 2017 (CogEcon Web)	<b>Project Phase</b>	Initiation
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**Risk Level** Not Rated

**Monthly Update** The beginning of November brought the official approval of a key Respondent task in this study: The FeeX linkage. This allows a Respondent to enter their username and password information for their financial institutions (after they have consented to this) and allows the researchers direct access to an R's "live" financial account balances and other information. We met the project goal of mailing out Respondent contact letters on Nov 10 as well as emailing all R's (for whom we had an email address) on Nov 15. Additionally we mailed out reminder post cards on Nov 17 and an email reminder on Nov 28.

It's been a very busy month with managing the mailing and email address changes, over 120 calls to the 8000 line and approximately 50 email messages received to date (11/30). Many of these are from R's who want to opt out or have mailing or email address changes, but several had issues with being able to log in to the portal, mis-keying a character

in their username or password, or questions about the usefulness of their data.

The study had to submit two ORIO's due to mistakenly sending out study invitation letters to 9 members of the larger Cog USA panel, who were not the intended recipients. This was due to an error in the matching of Respondent information (name, email and mailing address) prior to SRO receiving the Cog Econ sample file. Two ORIO's needed to be filed since it affected respondents in both samples--the larger Cog USA sample and the Cog Econ sample. The ORIO was accepted by the RB on 11/28, so we are now preparing replacement letters and ordering checks for these 9 Respondents with their 'corrected' information.

#### Special Issues

Any study activity that proceeds beyond the end of the calendar year will be covered by a fund the PI will make available to us for that purpose. We anticipate some money for 800 calls, respondent payments and some of my time for closing out the project.

#### Cost

Nov 30, 2017

<b>Total Cost to Date (Direct + Indirect):</b>	28,105.30
<b>Estimated Cost at Completion (E\$AC):</b>	106,553.00
<b>Total Budget:</b>	106,552.00
<b>Variance (Budget minus E\$AC):</b>	10,228.51
<b>Reason For Variance:</b>	The delay of this project has led to trying to fit in all tasks before the end of 2017

#### Projections

Nov 30, 2017

<b>Dollars Projected For Month:</b>	0.00
<b>Actual Dollars Used:</b>	0.00
<b>Variance (Projected minus Actual):</b>	0.00
<b>Reason For Variance:</b>	

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>			
<b>Current actual:</b>			
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

#### Other Measures

<b>Project Name</b>	Detroit Metropolitan Area Survey (DMACS)													
<b>Project Mode</b>	Primary: Mixed													
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b>	233,426.00	<b>Indirect Budget:</b>	23,343.00										
			<b>Total Budget:</b>	256,769.00										
<b>Principal Investigator/Client</b>	Jeff Morenoff (Population Studies) Elisabeth Gerber													
<b>Funding Agency</b>	Kresge Foundation													
<b>IRB</b>	<b>HUM#:</b>	00112364	<b>Period Of Approval:</b>	2/25/2017										
<b>Project Team</b>	<b>Project Lead:</b> Joseph Matthew Matuzak <b>Budget Analyst:</b> Dean E Stevens <b>Production Manager:</b> Bridgitte Wyche McGee <b>Senior Project Advisor:</b> Kirsten Haakan Alcser <b>Production Manager:</b> Joseph Matthew Matuzak <b>Production Manager:</b> Bridgitte Wyche McGee													
<b>Proposal #:</b>	no data													
<b>Description:</b>	<p>The Detroit Metropolitan Area Communities Study (DMACS) seeks to provide an information and innovation platform for conducting research and supporting evidence-based decisions about community investments and public policy. DMACS will be built around a representative web-based panel survey of adult residents of the four-county Metro Detroit region of Southeast Michigan, including Macomb, Oakland, Washtenaw and Wayne Counties, and the City of Detroit. Panel members are to be drawn from diverse communities and will reflect the region's full range of population characteristics, including respondents from traditionally underserved and/or underrepresented groups such as: people with low incomes, education or literacy; those with physical or cognitive disabilities; recent migrants; the elderly; and young adults. When fully implemented, the survey sample will include approximately 2,000 adult residents, selected and recruited based on best scientific practices (ie a probability sample), including representative subsamples of approximately 1,000 Detroit residents and 1,000 adults living throughout the metropolitan area. It is envisioned that panel members will complete a 15-20 minute web-based survey each quarter (i.e., four per year) plus additional short surveys as situations and opportunities arise. The core content on the quarterly DMACS surveys will include questions that ask citizens to prioritize the needs of their community and aspects they would most like to see change (e.g., with regard to crime, business development, jobs, education, housing, transportation, health care, and the environment). It will also monitor trends in citizens' views of changes to their community and the wider region, which groups are benefitting (or being hurt) the most from those changes, views on inequality and its sources and consequences, and the degree of civic engagement in local communities. This core content will provide a clear, nuanced and unprecedented portrait of the people and communities that make up our changing region.</p> <p>DMACS will also provide the infrastructure to allow shorter surveys on specific questions as they arise, as well as to investigate in greater depth specific issues that affect a particular neighborhood, municipality or portion of the region. In the case of short topical surveys, the web-based survey platform, coupled with a pre-existing panel of survey respondents, means that the study team can put surveys in the field almost immediately, without each time incurring the financial and time-related costs of recruiting and training a whole new sample, training interviewers, and collecting background information on respondents; this work is completed when the panel is initiated. In the case of community deep-dives, we can recruit an "oversample" of participants from a specific geographic area into the panel and use the web platform to administer specialized questionnaires. DMACS also plans to identify audio-visual materials, such as maps, video clips and other items, to gather information. In all cases, DMACS' design will allow the study team to merge detailed information about the survey respondent's local social, economic, physical and political context.</p>													
<b>SRO Project Period</b>	04/2016 - 02/2017													
<b>Data Col Period</b>	07/2016 - 03/2017													
<b>Security Plan</b>	NA													
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 04/01/2016</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 07/01/2016</td> </tr> <tr> <td><b>Staffing Completed:</b></td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b> 10/17/2016</td> <td><b>SS Train End:</b></td> </tr> <tr> <td><b>DC Start:</b> 10/03/2016</td> <td><b>DC End:</b> 07/31/2017</td> </tr> </table>				<b>PreProduction Start:</b> 04/01/2016	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 07/01/2016	<b>Staffing Completed:</b>	<b>GIT Start:</b>	<b>SS Train Start:</b> 10/17/2016	<b>SS Train End:</b>	<b>DC Start:</b> 10/03/2016	<b>DC End:</b> 07/31/2017
<b>PreProduction Start:</b> 04/01/2016	<b>Pretest Start:</b>													
<b>Pretest End:</b>	<b>Recruitment Start:</b> 07/01/2016													
<b>Staffing Completed:</b>	<b>GIT Start:</b>													
<b>SS Train Start:</b> 10/17/2016	<b>SS Train End:</b>													
<b>DC Start:</b> 10/03/2016	<b>DC End:</b> 07/31/2017													
<b>Other Project Team Members:</b>	Joe Matuzak - Project Manager; Dan Zahs - Sampling; Sue Hodge - SSA; Kirsten Alcser - SPA; Paul Schultz - programmer; Brad Goodwin - data manager; J. Smith - Surveytrak programmer.													

**Other Project****Names:**

**Sample Mgmt Sys** SurveyTrak; Illume  
**Data Col Tool** Illume; SAQ  
**Hardware** Laptop; [UM cell] Phone; Paper and Pencil  
**DE Software** Illume  
**QC Recording Tool** N/A  
**Incentive** Yes, R  
**Administration** SRO Group  
**Payment Type** Check, post (\$20 or \$10); Cash, prepaid (\$2)  
**Payment Method** Check through STRak RPay System; Check through other system (Export from Illume); Imprest Cash Fund from

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**Report Period** Nov, 2017 (DMACS) **Project Phase** Closing  
**Risk Level** Some Concerns  
**Monthly Update** Data collection and delivery is complete on DMACS. Final reports are nearing completion.

**Special Issues**

**Cost**  
**Dec 31, 2017**

<b>Total Cost to Date (Direct + Indirect):</b>	288,647.90
<b>Estimated Cost at Completion (E\$AC):</b>	274,431.71
<b>Total Budget:</b>	256,769.00
<b>Variance (Budget minus E\$AC):</b>	-17,662.71
<b>Reason For Variance:</b>	The cost estimate projects an overrun, due to inadvertent under-budgeting of interviewer hours and other expenses. This overrun has been reviewed by SRC, and will continue to be carefully monitored as the project progresses. The expected overrun was estimated to be \$17,000, but we have also added Illume costs, which were not budgeted at the time the project began.

**Projections**  
**Dec 31, 2017**

<b>Dollars Projected For Month:</b>	0.00
<b>Actual Dollars Used:</b>	0.00
<b>Variance (Projected minus Actual):</b>	0.00
<b>Reason For Variance:</b>	Data collection costs were pushed forward since the project continues to operate on an extended timeline.

Measures	Units Complete	RR	HPI
<b>Current Goal:</b>	712		1.0
<b>Goal at Completion:</b>	712		1.0
<b>Current actual:</b>	714		
<b>Estimate at Complete:</b>	714		
<b>Variance:</b>	2		

**Other Measures** Wave 2 goal: 460 completes. Currently: 439 completes.

<b>Project Name</b>	Harmonized Cognitive Assessment Protocol (HCAP 2016)				
<b>Project Mode</b>	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2		
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 3,291,705.00	<b>Indirect Budget:</b> 1,185,014.00	<b>Total Budget:</b> 4,476,719.00		
<b>Principal Investigator/Client</b>	David Weir (SRC-ISR) Ken Langa (SRC-ISR) Lindsay Ryan (SRC-ISR)				
<b>Funding Agency</b>					
<b>IRB</b>	<b>HUM#:</b> HUM00099822	<b>Period Of Approval:</b>	3/17/2015 - 3/16/201		
<b>Project Team</b>	<b>Project Lead:</b> Evanthia Leissou <b>Budget Analyst:</b> Richard Warren Krause <b>Production Manager:</b> Dianne G Casey <b>Senior Project Advisor:</b> Mary P Maher <b>Production Manager:</b> Donnalee Ann Grey-Farquharson <b>Production Manager:</b> Anthony Romanowski				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<p>This project will involve the completion of a face-to-face CAPI interview, designed to provide a dementia assessment of HRS respondents. A sample of 5000 respondents (one per household) who are 65 years of age or older will be selected for this effort. The questionnaire will be administered to respondents after the HRS 2016 interview has been completed. The sample will not be clustered geographically; it will be selected randomly. It is expected that the field team will carry out well-planned regional trips in order to complete the 3000 in-person interviews. An informant interview will also be completed for each of the respondents interviewed.</p> <p>The respondent questionnaire length is expected to be 60 minutes. The informant questionnaire is expected to be 20 minutes and can be administered by telephone when the interviewer calls to set up an appointment with the respondent for the face-to-face interview.</p>				
<b>SRO Project Period</b>	01/2015 - 12/2017				
<b>Data Col Period</b>	05/2016 - 02/2017				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="text-align: center; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	Applications Programmers: Jeff Smith (STrak), Holly Ackerman (Webtrak, Weblog) CAI Programmer: Jim Hagerman Data Manager: Brad Goodwin Help Desk: Deb Wilson				
<b>Other Project Names:</b>					
<b>Sample Mgmt Sys</b>	SurveyTrak				
<b>Data Col Tool</b>	Blaise 4.8				
<b>Hardware</b>	Laptop; [UM cell] Phone; Paper and Pencil				
<b>DE Software</b>	Excel				
<b>QC Recording Tool</b>	DRI-CARI; Camtasia				
<b>Incentive</b>	Yes, R; Yes, INF				
<b>Administration</b>	NA				
<b>Payment Type</b>	Check, prepaid (\$50); Check, post (\$25)				
<b>Payment Method</b>	Check through STrak RPay System				

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<b>Report Period</b>	Nov, 2017 (HCAP 2016)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	November 2017 SRO is continuing quality control checks and trying to tie up loose ends. SRO is also in the process of getting PI reduced level access to Blaise survey data display and audio via the OLIVE system in order for them to do some		

recoding based on post survey analysis/perusal of the data. All financial accounts are still open.

As of October 30th, there are 3,347 completed respondent interviews and another 3,184 informant interviews. The scheduled date to end production was 10/24 - a few lines with appointments and promise stayed open for several more days. Currently, all lines closed. Post production activity is underway and final data will be delivered the first week of November.

Current Response/Completion Rates

Sample	Response Rate	Completion Rate
Priority Sample	64.2%	99%
Total Sample (all)	75%	100%

Some licensed tests will be re-scored - the approach to be decided by the PIs. SRO will need to secure resources to carry out the scoring s tasks.

**Special Issues**

**Cost**  
**Oct 31, 2017**

<b>Total Cost to Date (Direct + Indirect):</b>	4,700,504.33
<b>Estimated Cost at Completion (E\$AC):</b>	4,685,635.61
<b>Total Budget:</b>	4,476,719.00
<b>Variance (Budget minus E\$AC):</b>	77,776.80
<b>Reason For Variance:</b>	

Several workscope changes have been implemented including additional cognitive tests for the Respondent interview, length of interviewer training, interviewer retention bonus, project management staff hours, and respondent incentives.

In addition, actual interviewer rates are higher than the rates used on the budget. All interviewers working on the project are on-staff.

**Projections**  
**Oct 31, 2017**

<b>Dollars Projected For Month:</b>	56,406.46
<b>Actual Dollars Used:</b>	41,540.05
<b>Variance (Projected minus Actual):</b>	14,866.41
<b>Reason For Variance:</b>	

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>			
<b>Current actual:</b>			
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**Other Measures**

<b>Project Name</b>	Health and Retirement Study (HRS 2016)													
<b>Project Mode</b>	Primary: Mixed    Total of Modes: 2													
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b>	27,772,567.27	<b>Indirect Budget:</b>	9,998,123.36 <b>Total Budget:</b> 37,770,690.63										
<b>Principal Investigator/Client</b>	David Weir (SRC) Mary Beth Ofstedal (SRC) Ken Langa (SRC)													
<b>Funding Agency</b>	NIA													
<b>IRB</b>	<b>HUM#:</b>	HUM00061128	<b>Period Of Approval:</b>	1/15/2015 - 1/14/201										
<b>Project Team</b>	<b>Project Lead:</b>	Nicole G Kirgis												
	<b>Budget Analyst:</b>	Richard Warren Krause												
	<b>Production Manager:</b>	Stephanie Sullivan												
	<b>Senior Project Advisor:</b>	Mary P Maher												
	<b>Production Manager:</b>	Jennifer C Arrieta												
	<b>Production Manager:</b>	Piotr Dworak												
<b>Proposal #:</b>	no data													
<b>Description:</b>	<p>The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of US residents aged 50 years and older. Every six years (three waves) a new cohort of US residents aged 50 to 55 are screened in to the study to maintain representativeness. In 2004, the early baby boomers were screened in and completed a baseline interview. In 2010, the mid baby boomer cohort was added as well as a minority oversample of both early and mid-baby boomers. In 2016, the late baby boomer cohort will be added. A series of physical measures and biomarkers are collected with half of all living respondents each wave as well as a self-administered questionnaire. Additionally, permission to link to Social Security Administration records and Veterans Administration (VA) records is requested.</p>													
<b>SRO Project Period</b>	04/2015 - 06/2017													
<b>Data Col Period</b>	02/2016 - 04/2017													
<b>Security Plan</b>	NA													
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 04/01/2015</td> <td><b>Pretest Start:</b> 10/16/2015</td> </tr> <tr> <td><b>Pretest End:</b> 11/07/2015</td> <td><b>Recruitment Start:</b> 06/01/2015</td> </tr> <tr> <td><b>Staffing Completed:</b> 03/15/2016</td> <td><b>GIT Start:</b> 02/10/2016</td> </tr> <tr> <td><b>SS Train Start:</b> 02/12/2016</td> <td><b>SS Train End:</b> 04/24/2016</td> </tr> <tr> <td><b>DC Start:</b> 02/22/2016</td> <td><b>DC End:</b> 04/29/2017</td> </tr> </table>				<b>PreProduction Start:</b> 04/01/2015	<b>Pretest Start:</b> 10/16/2015	<b>Pretest End:</b> 11/07/2015	<b>Recruitment Start:</b> 06/01/2015	<b>Staffing Completed:</b> 03/15/2016	<b>GIT Start:</b> 02/10/2016	<b>SS Train Start:</b> 02/12/2016	<b>SS Train End:</b> 04/24/2016	<b>DC Start:</b> 02/22/2016	<b>DC End:</b> 04/29/2017
<b>PreProduction Start:</b> 04/01/2015	<b>Pretest Start:</b> 10/16/2015													
<b>Pretest End:</b> 11/07/2015	<b>Recruitment Start:</b> 06/01/2015													
<b>Staffing Completed:</b> 03/15/2016	<b>GIT Start:</b> 02/10/2016													
<b>SS Train Start:</b> 02/12/2016	<b>SS Train End:</b> 04/24/2016													
<b>DC Start:</b> 02/22/2016	<b>DC End:</b> 04/29/2017													
<b>Other Project Team Members:</b>	Rebecca Gatward (Survey Director), Sharon Parker (Production Management Coordinator), Frost Hubbard (New Cohort), Jennifer Kelley (Respondent Contact Coordinator), Jaime Koopman (Project Manager), Russ Stark (SSL Production Manager), Ian Ogden (Project Assistant), Dan Tomlin (Project Assistant), Lisa deRamos (Project Assistant), Daniah Buageila (Project Assistant)													
<b>Other Project Names:</b>														
<b>Sample Mgmt Sys</b>	SurveyTrak; MSMS													
<b>Data Col Tool</b>	Blaise 4.8													
<b>Hardware</b>	Laptop													
<b>DE Software</b>	NA													
<b>QC Recording Tool</b>	DRI-CXM													
<b>Incentive</b>	Yes, R													
<b>Administration</b>	SRO Group													
<b>Payment Type</b>	Check, prepaid (80.00)													
<b>Payment Method</b>	Check through STrak RPay System													

<b>Report Period</b>	Nov, 2017 (HRS 2016)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>During the month of November, data collection for the new cohort and panel components continued. The final panel interview was completed on November 28, 2017 with a final response rate goal of 83%. The majority of field and SSL interviewers continue to be focused on new cohort, which includes screening and baseline interviewing. New screening sample is being selected and prepared to release to field in early December for the new cohort continuation. Preproduction efforts for 2018 pretest include training preparation, material review, recruitment, programming and</p>		



testing.

Technical Development: Minimal development in production systems continues (including SurveyTrak, WebTrak and WebLog).

2018 Systems Development Milestones: (full report uploaded)

Web pilot – MSMS/Blaise 5 – Launched 28 August. Ended October 13. n=306.

CAPI test – SurveyTrak/Blaise 5 – October 2017 with field interviewers (internal test has been completed).

Key decision – We are planning to use SurveyTrak with Blaise 5 for field/SSL CAPI/CATI sample. MSMS with Blaise 5 will be used for web/non-response followup work (n=~2500).

#### Special Issues

<b>Cost</b> <b>Oct 31, 2017</b>	<b>Total Cost to Date (Direct + Indirect):</b>	36,280,474.16
	<b>Estimated Cost at Completion (E\$AC):</b>	40,409,519.15
	<b>Total Budget:</b>	37,770,690.63
	<b>Variance (Budget minus E\$AC):</b>	-2,638,828.52
	<b>Reason For Variance:</b>	Projected cost to complete reflects the continuation of New Cohort data collection into 2018 in order to meet production targets.

<b>Projections</b> <b>Oct 31, 2017</b>	<b>Dollars Projected For Month:</b>	735,751.72
	<b>Actual Dollars Used:</b>	722,499.33
	<b>Variance (Projected minus Actual):</b>	-13,252.30
	<b>Reason For Variance:</b>	Overall, the expenses for October came within 2% of projections.

<b>Measures</b>			
	<b>Units Complete</b>	<b>RR</b>	<b>HPI</b>
<b>Current Goal:</b>	23,569	85%	7.45
<b>Goal at Completion:</b>	23,569	85	7.45
<b>Current actual:</b>	21,418	72%	8.9
<b>Estimate at Complete:</b>	22,907	83	9.0
<b>Variance:</b>	-662	-2	-1.55

<b>Other Measures</b>	Goal for New Cohort is 5,228 interviews (expected: 4,800)
	Goal for Panel is 18,341 interviews, 85% (expected: 17,923, 83%)

<b>Project Name</b>	Hospital Effectiveness (HVBP)				
<b>Project Mode</b>	Primary: Web	Secondary: Mail	Total of Modes: 3		
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 225,806.00	<b>Indirect Budget:</b> 124,193.00	<b>Total Budget:</b> 349,999.00		
<b>Principal Investigator/Client</b>	Dr. Andrew Ryan (University of Michigan)				
<b>Funding Agency</b>	National Institute of Health (NIH)				
<b>IRB</b>	<b>HUM#:</b> HUM00122291	<b>Period Of Approval:</b>			
<b>Project Team</b>	<b>Project Lead:</b> Joseph Matthew Matuzak <b>Budget Analyst:</b> <b>Production Manager:</b> Russell W Stark <b>Senior Project Advisor:</b> Kirsten Haakan Alcser <b>Production Manager:</b> <b>Production Manager:</b>				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<p>The purpose of this project is to contact approximately 1,233 pre-identified hospital administrators by email, mail, and telephone, to invite them to participate in a short survey. This will begin with a brief screener that looks to identify the most appropriate person in the hospital to be the respondent, who will then be invited to participate. SRC's involvement with this project includes programming the short screener and web-based questionnaire, printing and mailing paper invitations, reminders and questionnaires, and following up with screened respondents by email, telephone, and mail.</p>				
<b>SRO Project Period</b>	02/2016 - 09/2018				
<b>Data Col Period</b>	01/2018 - 07/2018				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="width: 50%; text-align: center;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	Joseph Matuzak, Project Manager, Illume Programming Kirsten Alcser, Senior Project Advisor Russell Stark, Production Manager Megan Gomez-Mesquita, Budget Analyst Hueichun Peng, Systems Technical Lead Dave Dybicki, Programmer Brad Goodwin, Data Manager Dan Zahs, Statistics/Sampling Sue Hodge, Production Assistant				
<b>Other Project Names:</b>	Hospital Value Based Purchasing, Hospital Administrator Perceptions of Value Based Purchasing (HAPVBP)				
<b>Sample Mgmt Sys</b>	SMS; Web SMS; Illume				
<b>Data Col Tool</b>	Illume				
<b>Hardware</b>	Desktop				
<b>DE Software</b>	Illume				
<b>QC Recording Tool</b>	N/A				
<b>Incentive</b>	Yes, R				
<b>Administration</b>	NA				
<b>Payment Type</b>	Check, post (\$80.00)				
<b>Payment Method</b>	Check through STrak RPay System				

<b>Report Period</b>	Nov, 2017 (HVBP)	<b>Project Phase</b>	Initiation
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<b>Risk Level</b>	Not Rated
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<b>Monthly Update</b>	The study revised its budget based on the addition of cognitive interviewing and questionnaire development efforts and the addition of a screening component to the main data collection process. These were reviewed and approved by
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study staff.

The study also went through an initial project review, and completed formation of its project team.

IRB review was also completed, and the study was approved as exempt from IRB oversight.

**Special Issues**

<b>Cost</b> Nov 15, 2017	<i>Total Cost to Date (Direct + Indirect):</i>	54,838.00
	<i>Estimated Cost at Completion (E\$AC):</i>	349,168.00
	<i>Total Budget:</i>	349,999.00
	<i>Variance (Budget minus E\$AC):</i>	831.00
	<i>Reason For Variance:</i>	

<b>Projections</b> Nov 15, 2017	<i>Dollars Projected For Month:</i>	0.00
	<i>Actual Dollars Used:</i>	0.00
	<i>Variance (Projected minus Actual):</i>	0.00
	<i>Reason For Variance:</i>	

<b>Measures</b>	Units Complete	RR	HPI
	<i>Current Goal:</i> <i>Goal at Completion:</i> <i>Current actual:</i> <i>Estimate at Complete:</i> <i>Variance:</i>		

**Other Measures**

<b>Project Name</b>	Housing & Children (HCDC, H&C)			
<b>Project Mode</b>	Primary: Face to Face      Total of Modes: 1			
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current
<b>Budget</b>	<b>Direct Budget:</b>	8,774,925.00	<b>Indirect Budget:</b>	1,968,094.00
			<b>Total Budget:</b>	10,743,019.00

**Principal Investigator/Client**

**Funding Agency**

**IRB**      **HUM#:** HUM00114794      **Period Of Approval:**

**Project Team**

<b>Project Lead:</b>	Grant D Benson
<b>Budget Analyst:</b>	William Lokers
<b>Production Manager:</b>	Barbara Aghababian-Homburg
<b>Senior Project Advisor:</b>	Mary P Maher
<b>Production Manager:</b>	Barbara Lohr Ward
<b>Production Manager:</b>	Maryam N Buageila

**Proposal #:** no data

**Description:**

Low-income parents face serious constraints when they seek housing, and these constraints may undermine their childrens' development. In many cases, low-income parents will face tradeoffs between dwelling unit quality, neighborhood quality, and school quality. This project has four main aims: (1) to learn how parents negotiate these tradeoffs and make choices about where to live; (2) to assess how features of the child's social contexts--home, neighborhood, and school-- combine to influence key cognitive socio-emotional and health outcomes among parents and their children; (3) to examine how the quality of housing affects parenting practices and outcomes for children and their caregivers; and (4) to enhance the study of child development through theoretical and methodological advances in the study of housing and the other social contexts related to housing.

The project proposes to conduct two waves of data collection, separated by about 12 months, with families in Seattle, Dallas and Cleveland. In-person interviews will be completed with ~ 1686 parents and 2328 children aged 3-10 (at Wave 1). One-half of the sample will be an experimental sample consisting of applicants for a federal housing voucher. This experiment sample will include both voucher winners (treatment group) and voucher losers (control group). The other half of the sample will be generated through a random selection and screening process in census blocks that vary by household income weighted toward lower-income blocks. Each interview with an adult will last about 90 minutes, and will include the collection of anthropometric measures from all sample persons (including children), administration of Woodcock-Johnson tests to children. Adult Voucher sample participants will be asked for three blood pressure measurements, and blood spots will be collected from Voucher sample adults and children. The data collection also includes collecting laser tape measurement of all rooms in a household, 8 block face neighborhood observations, a four-day leave-behind child time diary, and post-interview observations.

**SRO Project Period** 04/2016 - 02/2020

**Data Col Period** 05/2017 - 05/2018

**Security Plan** NA

**Milestone Dates**

<b>PreProduction Start:</b> 04/01/2016	<b>Pretest Start:</b> 10/24/2016
<b>Pretest End:</b> 12/31/2016	<b>Recruitment Start:</b> 06/01/2016
<b>Staffing Completed:</b> 05/02/2017	<b>GIT Start:</b> 04/30/2017
<b>SS Train Start:</b> 05/10/2017	<b>SS Train End:</b> 05/18/2017
<b>DC Start:</b> 05/22/2017	<b>DC End:</b> 05/23/2018

**Other Project Team Members:**

<b>Other Project Names:</b>	Housing & Children's Healthy Development
<b>Sample Mgmt Sys</b>	SurveyTrak; SMS; Illume
<b>Data Col Tool</b>	Blaise 4.8; SAQ
<b>Hardware</b>	Laptop; Desktop; [UM cell] Phone; Paper and Pencil; Other (laser measurement device)
<b>DE Software</b>	Blaise 4.8 BIA ; External vendor (CASO - scanning)
<b>QC Recording Tool</b>	DRI-CARI
<b>Incentive</b>	Yes, R; Yes, INF; Yes, Other (screening households)
<b>Administration</b>	SRO Group
<b>Payment Type</b>	Cash, prepaid (\$5 for subsample, \$2 prenotification); Cash, post (\$75 adult, \$50 child); Other (child gift <\$5, Fir
<b>Payment Method</b>	Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest Cash Fund from ISR Business Office

<b>Report Period</b>	Nov, 2017 (HCDC, H&C)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	<i>Some Concerns</i>		
<b>Monthly Update</b>	<p>During November, SRO activities included the following:</p> <p>Task 1: Management, Budget and Work Plan</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>Held regular meetings with the research team to discuss design, deliverables, schedule, funding, production issues, including responding to PI requests for item-level analyses.</li> <li>Invoicing</li> <li>Reviewed/monitored budget. Revised monthly projections.</li> <li>Prepared weekly production reports.</li> <li>Updated child DBS consent forms to reflect change in collection protocol</li> <li>Created and submitted an IRB amendment for new DBS collection protocol</li> <li>Prepared wording change to blood spot results letters</li> <li>Refined quality control protocol for DBS collection</li> <li>Reviewed data entry from Child Time Diaries</li> <li>Supervised SSL loggers on document and DBS logging</li> <li>Monitored respondent mailbox, responded to inquiries</li> </ul> <p>Task 2: Sampling</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>Monitored sample production and updated dashboards</li> <li>Reviewed, cleaned and delivered address updates to data managers</li> <li>Parsed and cleaned Quarter 3 voucher sample for Cleveland and Dallas</li> <li>Subsampled Dallas Voucher sample</li> <li>Cleaned and checked Voucher sample addresses through the use of off-line update software (Maptitude).</li> <li>Checked Voucher sample against off-line mapping software (HereWeGo)</li> <li>Ran checks on previously selected Q3 population sample to ensure proper selection</li> </ul> <p>Task 3: Questionnaire Development</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>Updated all specifications to comply with most recent IRB approvals. Prepared programming instructions.</li> <li>Modified child instrument specifications to reflect the removal of the metals card</li> <li>Tested updates to screening instrument</li> </ul> <p>Task 4: CAI Programming</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>Programmed changes in child instrument to reflect the removal of the metals card</li> <li>Changed the range for responses in the household income question of the PCG instrument</li> <li>Removed word "investigacion" from Spanish Screener</li> </ul> <p>Task 5: Systems Programming</p> <p>% Task Spent to date</p> <ul style="list-style-type: none"> <li>Sample Management System Programming</li> <li>Updated standard production monitoring reports and produced ad hoc reports as needed</li> <li>Updated exportable reports to monitor completion of child activities and physical measures</li> <li>Updated weekly DBS collection reports</li> <li>Updated comprehensive log of contact data updates and email contacts</li> <li>SurveyTrak</li> <li>Added new contact modes (email, text)</li> <li>Updated result codes for new contact modes</li> </ul>		

## Tasks 6, 7: Interviewer Recruitment &amp; Hiring, Training

## % Task Spent to Date

- Finalized dates for January training (1/11 to 1/18)
- Secured location for January training
- Started recruitment process for On-staffer interviewers
- Held weekly meeting to review and update training agenda
- Set timeline for training manual updates

## Task 8: Main Data Collection

## % Task Spent to Date

- Reviewed/monitored performance of interviewers. Created performance improvement plans where necessary.
- Conducted weekly Team Leader (TL) conference calls, weekly interviewing-team conference calls, and weekly one-on-one TL-Interviewer conference calls.
- Conducted reminder calling for Daily Diaries.
- Logged completed interview materials and dried blood spots. Reconciled incorrectly labeled or missing items.
- Distributed email notifications to voucher cases with email addresses.
- Reviewed all consent documents and respondent payment receipts.
- Cumulative production as of 11/30/2017:
  - o Completed
    - ☐ 1051 Screener interviews (with eligible respondents), identified 1909 ineligible households, 818 non-sample addresses, 329 refusals
    - ☐ 656 PCG interviews
    - ☐ 860 Child interviews
  - Implemented new DBS collection protocol beginning 11/17/2017

## Task 9: Post Collection Processing

## % Task Spent to Date

- 127 HH SAQs and 186 Child SAQs delivered for data entry

## Task 10: Weighting

## % Task Spent to Date

- N/A

## Task 11: Final Data Deliverables

## % Task Spent to Date

- Investigated duplicate entries, resolve data issue resulting from mapping caseid , revised deliverables
- Reviewed and updated deliverable files for December 2017

**Special Issues****Areas of Concern:**

- Hours per screener for the Voucher Sample are running significantly higher than budgeted due to sample quality issues. This is particularly true in Cleveland, where the sample addresses are much older, but even Dallas is affected by relatively low eligibility rates. This will negatively impact our ability to meet our interview goals as we won't have sufficient interviewer hours to do the work. We will continue to monitor the Voucher sample carefully. However, without a respondent locating budget and work authorization, we are concerned that we will be unable to either adequately follow up with voucher sample, or that we will need to complete more of the voucher screeners in person (as opposed to by telephone) than budgeted for.
- The frame for the population sample was determined in early March in order to have sufficient time to develop and select the population sample. Voucher sample zip codes provided to SRC by JHU in January was used to determine the Population sample frame. There is a risk of a mismatch between the Population sample and the Voucher sample, given the late arrival of the Voucher Sample.
- Coming out of the Pilot, SRC's cost analysis indicated that having an adult (PCG) interview approximately 13 minutes longer than originally projected (for voucher sample, we had projected 85 minutes) could be accommodated within our hours per interview (HPI) projections. However, early Main study timings indicate that the changed consent procedures have added significantly to the overall timings, with an average population interview length of 94.9 minutes (26.4 minutes over budgeted length) and an average voucher interview length of 108.3 minutes (29.8 minutes over the budgeted length). This includes adding about 8 minutes to the consenting and receipt management, and another 5-8 minutes primarily for revised social security forms. Early indicators are that this is contributing to interviewers having to make multiple visits to households to complete even just PCG interviews, but especially for PCG and child interviews.
- The rate of return for the Child Time Diary is better than it was in the Pilot, however it is still lower than desired for the project, despite reminder calling. SRC worked with the research team to develop a strategy to increase the return rate for this component. We incorporated changes from the research team which reduced the complexity of the diary. In addition, we are providing envelopes for each diary to encourage immediate return, which may help to improve return rates of individual diaries. SRC is emphasizing the importance of the diary in the July refresher trainings with interviewers.
- PCG dried blood spot collection is adequate, and participation rates are high. Child consent/assent rates are far higher than in the Pilot. However interviewers (even experienced interviewers) are unable to completely fill spots on the collection cards. SRC is conducting multiple retrains on DBS. DBS spots are being monitored daily, and interviewers are being requested to send photos of DBS cards in order to facilitate early intervention with interviewers submitting inadequate samples.

**Work Scope Changes:**

- Questionnaire Development – Budgets assumed that questionnaires would be final at project initiation except for the Household Listing and Household Confirmation protocol. Questionnaires required extensive editing. SRC reviewed all questionnaires for question wording issues (especially problems created by moving questions to SAQ), create and insert transitions, review and suggest changes to module and/or question ordering. (Approved)
- Questionnaire Development – Additional (and unanticipated) programming was needed for Hearts and Flowers due to a timing specification change received from research team. (Approved)
- Worked with ICPSR to prepare scope and budget for production of public use datasets. (Pending; Not Approved at this time)
- At the request of the research team, SRC developed a locating program and recruited locating staff due to expectations that a much higher proportion of phone numbers for the Voucher sample will be unusable. (Approved)
- Reprinted the Social Security booklets to eliminate the earnings and benefits pages. Reprinted all existing PCG and Child bags, and shipped new supplies to interviewers. Altered programming to eliminate the Social Security consent administration, and then reinstate administration for one page only. (Approved)

**Cost  
Dec 31, 2017**

**Total Cost to Date (Direct + Indirect):** 4,618,628.00

**Estimated Cost at Completion (E\$AC):** 10,809,174.00

**Total Budget:** 10,743,019.00

**Variance (Budget minus E\$AC):** 66,155.00

**Reason For Variance:** The variance is due to ongoing work-scope changes.

**Projections  
Dec 31, 2017**

**Dollars Projected For Month:** 454,887.00

**Actual Dollars Used:** 366,717.00

**Variance (Projected minus Actual):** 88,169.00

**Reason For Variance:** Interviewer travel is running lower than expected, as are respondent incentives, both due to lower than anticipated production in the Voucher sample.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>			
<b>Current actual:</b>			
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**Other Measures**



**Project Name** HRS 2017 Consumption and Activity Mail Study (CAMS 2017)

**Project Mode** Primary: Mail      Total of Modes: 1

**Project Type** Sponsored Projects      **Project Status** Current

**Budget** ***Direct Budget:*** 294,117.00      ***Indirect Budget:*** 105,883.00      ***Total Budget:*** 400,000.00

**Principal Investigator/Client** David Weir (SRC)  
Mary Beth Ofstedal (SRC)

**Funding Agency**

**IRB** ***HUM#:*** HUM00079949      ***Period Of Approval:*** 4/13/2017 - 4/12/201

**Project Team** ***Project Lead:*** Daniel Tomlin  
***Budget Analyst:*** Richard Warren Krause  
***Production Manager:***  
***Senior Project Advisor:*** Mary P Maher  
***Production Manager:***  
***Production Manager:***

**Proposal #:** no data

**Description:** CAMS is part of the Health and Retirement Study (HRS). The goal of CAMS is to gather additional data on household consumption and activities of daily living from participants in the HRS. In 2017, a paper questionnaire will be mailed to approximately 8,000 respondents of which 6,000 will receive the full questionnaire and 2,000 spouse/partners will receive a brief questionnaire.

**SRO Project Period** 06/2017 - 05/2018

**Data Col Period** 09/2017 - 04/2018

**Security Plan** Yes

**Milestone Dates**

***PreProduction Start:*** 05/22/2017

***Pretest Start:***

***Pretest End:***

***Recruitment Start:***

***Staffing Completed:***

***GIT Start:***

***SS Train Start:***

***SS Train End:***

***DC Start:*** 09/27/2017

***DC End:*** 04/30/2018

**Other Project Team Members:** Actual budget analyst is Grace Tison but she is not available in the drop-down list.

Data Manager: Qi Zhu  
Project Assistant: Jeannie Baker  
Programmer: Holly Ackerman  
Assembly Coordinator: Vicki Wagner  
Project Manager: Jennifer Arrieta  
CAMS

**Other Project Names:**

**Sample Mgmt Sys** Other (Weblog)

**Data Col Tool** SAQ

**Hardware** Paper and Pencil

**DE Software** Other (HRS study staff is responsible for data entry)

**QC Recording Tool** N/A

**Incentive** Yes, R; Yes, Other (spouse)

**Administration** SRO Group

**Payment Type** Check, prepaid (\$25 to main R and \$10 to spouse R)

**Payment Method** Check through STrak RPay System

**Report Period** Nov, 2017 (CAMS 2017)      **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** November has been a busy month in regards to logging and address updates. The logging team, Jeannie Baker, and myself have been busy making these updates as they appear and I've been working with data ops to streamline the process as much as possible. Postcard mailings began at the beginning of November and will continue weekly until the production is complete. Additionally, the final CAMS mailing went out on Wednesday, November 22 and required a good deal of preparation due to the frequent address changes, returned questionnaires, and the mail out date falling on an SRO closure day.

**Special Issues**

No special issues to report.

**Cost**

Oct 31, 2017

*Total Cost to Date (Direct + Indirect):* 313,811.45*Estimated Cost at Completion (E\$AC):* 395,481.87*Total Budget:* 400,000.00*Variance (Budget minus E\$AC):* 4,518.13*Reason For Variance:* Adjustments to projections based on staff assigned and work in October.**Projections**

Oct 31, 2017

*Dollars Projected For Month:* 78,703.46*Actual Dollars Used:* 50,378.79*Variance (Projected minus Actual):* 28,324.67*Reason For Variance:* We are still waiting on the invoice for mailing materials to post (due to a billing issue with our printing vendor). These costs were pushed forward to November and have not yet hit the budget, thus they did not appear in the October totals.**Measures**

	Units Complete	RR	HPI
<i>Current Goal:</i>		70%	
<i>Goal at Completion:</i>			
<i>Current actual:</i>			
<i>Estimate at Complete:</i>			
<i>Variance:</i>			

**Other Measures**

**Project Name** Life History Mail Survey (LHMS) Fall 2017 (LHMS)

**Project Mode** Primary: Mail

**Project Type** Sponsored Projects **Project Status** Current

**Budget** **Direct Budget:** 482,353.00 **Indirect Budget:** 173,647.00 **Total Budget:** 656,000.00

**Principal Investigator/Client** David Weir (SRC, University of Michigan)  
Mary Beth Ofstedal (SRC, University of Michigan)

**Funding Agency** The Social Security Administration (SSA), the National Institute on Aging (NIA)

**IRB** **HUM#:** HUM00106904 **Period Of Approval:**

**Project Team** **Project Lead:** Lisa deRamos  
**Budget Analyst:** Grace Tison  
**Production Manager:**  
**Senior Project Advisor:** Mary P Maher  
**Production Manager:**  
**Production Manager:**

**Proposal #:** no data

**Description:** LHMS is part of the Health and Retirement Study (HRS). The goal of LHMS is to give participants an opportunity to share significant events that shaped their lives, reflect on their life history and share where they have lived, went to school, and what important events occurred in their lives. Information like this allows researchers to understand how individuals' pasts shape their health and economic situations today.

In 2017, a paper questionnaire will be mailed to approximately 12,000 respondents. Respondents who completed the survey in 2015 will receive a shortened English version of the survey for 2017 with new content. Respondents who did not complete the survey in 2015 will receive a full English version of the survey. Respondents who are assigned to receive a Spanish version of the survey will receive a full Spanish version of the survey.

**SRO Project Period** 08/2017 - 03/2018

**Data Col Period** 11/2017 - 03/2018

**Security Plan** Yes

**Milestone Dates**

<b>PreProduction Start:</b> 08/01/2017	<b>Pretest Start:</b> 08/01/2017
<b>Pretest End:</b> 08/01/2017	<b>Recruitment Start:</b> 08/01/2017
<b>Staffing Completed:</b> 12/04/2017	<b>GIT Start:</b> 08/01/2017
<b>SS Train Start:</b> 12/04/2017	<b>SS Train End:</b> 12/04/2017
<b>DC Start:</b> 12/06/2017	<b>DC End:</b> 02/06/2017

**Other Project Team Members:** Lisa deRamos, Lead Project Manager; Nicole Kirgis, HRS Survey Director; Patty Maher, SPA; Jeannie Baker, Project Assistant; Grace Tison, Budget Analyst; Qi Zhu, Data Manager; Holly Ackerman, Weblog Programmer; Names TBD for SSL Logging

**Other Project Names:** LHMS Fall 2017

**Sample Mgmt Sys** Other (Excel and reports from MJT)

**Data Col Tool** SAQ

**Hardware** Paper and Pencil

**DE Software** External vendor (MJT)

**QC Recording Tool** N/A

**Incentive** Yes, R

**Administration** SRO Group; ISR Group

**Payment Type** Check, prepaid (\$25.00)

**Payment Method** Check through STrak RPay System

**Report Period** Nov, 2017 (LHMS) **Project Phase** Implementing

**Risk Level** Some Concerns

**Monthly Update** Production Questionnaire Mailout #1 is scheduled to go out 12/6/17 and will be mailed out in 5 batches (e.g. US ENG Full, US SPN Full, US ENG Supp., INT ENG Full, INT SPN Full. Questionnaire Mailout #2 will be mailed out approximately 4 weeks after the first Qnaire mailed, around 1/3/18. Thank you cards and reminder postcards will be mailed out approximately 6 weeks after the first Qnaire, around 1/17/18. Questionnaire Mailout #3, the final mailout, will be mailed out approximately 8 weeks after the first Qnaire, around 3/28/18. Weblog should be in production by

12/6/17.

**Special Issues**

Mailing dates are coming up alongside the holidays, which we'd originally hoped to avoid.

**Cost**

**Oct 31, 2017**

<b>Total Cost to Date (Direct + Indirect):</b>	120,524.45
<b>Estimated Cost at Completion (E\$AC):</b>	629,157.22
<b>Total Budget:</b>	656,000.00
<b>Variance (Budget minus E\$AC):</b>	26,842.78
<b>Reason For Variance:</b>	Reasons for variance include postage and salary vs. non-salary hours.

**Projections**

**Oct 31, 2017**

<b>Dollars Projected For Month:</b>	423,807.95
<b>Actual Dollars Used:</b>	31,771.33
<b>Variance (Projected minus Actual):</b>	26,842.78
<b>Reason For Variance:</b>	Reasons for variance include postage and salary vs. non-salary hours.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b> <b>Goal at Completion:</b> <b>Current actual:</b> <b>Estimate at Complete:</b> <b>Variance:</b>			

**Other Measures**

<b>Project Name</b>	Mathematics Teachers & Teaching Study (MTTS)				
<b>Project Mode</b>	Primary: Mail	Secondary: Telephone	Total of Modes: 2		
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 656,787.81	<b>Indirect Budget:</b> 362,629.19	<b>Total Budget:</b> 1,019,417.00		
<b>Principal Investigator/Client</b>	Heather Hill (Harvard Graduate School of Education) Patty Maher (ISR PI)				
<b>Funding Agency</b>					
<b>IRB</b>	<b>HUM#:</b> HUM90379	<b>Period Of Approval:</b>	6/25/2014-6/25/2015		
<b>Project Team</b>	<b>Project Lead:</b> Barbara Lohr Ward <b>Budget Analyst:</b> Dean E Stevens <b>Production Manager:</b> Russell W Stark <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> Anthony Romanowski <b>Production Manager:</b>				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<p>For the last 25 years, three major goals have animated the U.S. mathematics education community: the need for more knowledgeable teachers, more challenging curricula for students, and more ambitious instruction in classrooms. And yet despite volumes of policy guidance, on-the-ground effort and research over the past decades, few comprehensive and representative portraits of teacher and teaching quality in U.S. mathematics classrooms exist. Instead, most research into these topics has been conducted with small samples or non-representative samples (e.g., Kane &amp; Staiger, 2012), with the result that it is difficult to ascertain what, if any, progress has been made toward the three goals. To provide information on such progress, we will collect data on teacher content knowledge, curriculum use, and instruction from a nationally representative sample of U.S. middle school mathematics teachers. A written survey will build on a similar study conducted in 2005 – 06 (Hill, 2007), allowing for the comparison of teachers' curriculum use and content knowledge – and more specifically, their mathematical knowledge for teaching (MKT) –across time periods. An observational component will record and score videotapes of instruction, allowing for a description of current instruction as well as a comparison of current instruction to that observed during the TIMSS video study (Heibert et al., 2005). The new video dataset will also serve as a baseline for future studies of instruction, for instance ones comparing current instruction to that in 2025, to assess whether Common Core State Standards have been met.</p>				
<b>SRO Project Period</b>	09/2014 - 06/2016				
<b>Data Col Period</b>	01/2015 - 12/2015				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>PreProduction Start:</b> 10/01/2014  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> 03/02/2015 </td> <td style="width: 50%; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b> 01/26/2015  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> 05/31/2016 </td> </tr> </table>			<b>PreProduction Start:</b> 10/01/2014 <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b> 03/02/2015	<b>Pretest Start:</b> <b>Recruitment Start:</b> 01/26/2015 <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b> 05/31/2016
<b>PreProduction Start:</b> 10/01/2014 <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b> 03/02/2015	<b>Pretest Start:</b> <b>Recruitment Start:</b> 01/26/2015 <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b> 05/31/2016				
<b>Other Project Team Members:</b>	Barb Ward - Lead Russ Stark - Production Lead Judi Clemens, Donnalee Grey-Farquharson - District IRB Dan Zahs, Paul Burton - Sampling Hueichun Peng - Technical Lead, SRIS Jim Hagerman - Blaise Shaowei Sun- SRIS Laura Yoder - Data Mgt				

**Other Project****Names:**

<b>Sample Mgmt Sys</b>	SMS; Project specific system (SRIS)
<b>Data Col Tool</b>	SAQ; Other (video recorded on tablet)
<b>Hardware</b>	Desktop; Tablet; Other (Tablets, Swivls, Tripods provided by research team)
<b>DE Software</b>	Blaise 4.8 BIA
<b>QC Recording Tool</b>	N/A
<b>Incentive</b>	NA
<b>Administration</b>	NA
<b>Payment Type</b>	Check, post (\$50 for SAQ, \$200 video); Cash, prepaid (5)
<b>Payment Method</b>	Check through other system (ISR Business Office); Imprest Cash Fund from ISR Business Office (ISR Business

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<b>Report Period</b>	Nov, 2017 (MTTS)	<b>Project Phase</b>	Closing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	November 2017
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SRO staff worked on documentation of deliverables, and preparation for weights. SRO staff participated in some management meetings with the research team, and worked to finalize the record of school approvals.

**Special Issues**

<b>Cost</b>	<b>Total Cost to Date (Direct + Indirect):</b>	989,687.00
<b>Dec 31, 2017</b>	<b>Estimated Cost at Completion (E\$AC):</b>	1,013,289.00
	<b>Total Budget:</b>	1,019,417.00
	<b>Variance (Budget minus E\$AC):</b>	6,127.00
	<b>Reason For Variance:</b>	Work scope changes led to substantially lower respondent payments and SRO workload.

<b>Projections</b>	<b>Dollars Projected For Month:</b>	3,457.00
<b>Dec 31, 2017</b>	<b>Actual Dollars Used:</b>	3,199.00
	<b>Variance (Projected minus Actual):</b>	258.00
	<b>Reason For Variance:</b>	

Measures	Units Complete	RR	HPI
	<b>Current Goal:</b> <b>Goal at Completion:</b> <b>Current actual:</b> <b>Estimate at Complete:</b> <b>Variance:</b>		

**Other Measures**

<b>Project Name</b>	Monitoring the Future Web Programming and Survey Pilot (MTF Illume Web 2017)												
<b>Project Mode</b>	Primary: Mixed      Total of Modes: 2												
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 105,732.94	<b>Indirect Budget:</b> 58,153.12	<b>Total Budget:</b> 163,886.06										
<b>Principal Investigator/Client</b>	Megan Patrick (UM-SRC)												
<b>Funding Agency</b>													
<b>IRB</b>	<b>HUM#:</b>	<b>Period Of Approval:</b>											
<b>Project Team</b>	<b>Project Lead:</b>	Donnalee Ann Grey-Farquharson											
	<b>Budget Analyst:</b>	Christine Evanchek											
	<b>Production Manager:</b>	Lloyd Fate Hemingway											
	<b>Senior Project Advisor:</b>	Gina-Qian Yang Cheung											
	<b>Production Manager:</b>												
	<b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>This project is a continuation of MTF-WPSP Year 2/MTF Illume Web 2016. A new project is being created in MPR because the Project required a new PG.</p> <p>For this round of data collection we have 2 conditions:</p> <ol style="list-style-type: none"> <li>1. Paper - URL with credential provided if not complete after 1 month, or URL provided if requested</li> <li>2. Web - Paper provided if requested or if not complete after 1 month</li> </ol> <p>Note - Both conditions are eventually given each option if not completed</p>												
<b>SRO Project Period</b>	05/2017 - 12/2017												
<b>Data Col Period</b>	05/2017 - 09/2017												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>PreProduction Start:</b></td> <td style="padding: 5px;"><b>Pretest Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Pretest End:</b></td> <td style="padding: 5px;"><b>Recruitment Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b></td> <td style="padding: 5px;"><b>GIT Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b></td> <td style="padding: 5px;"><b>SS Train End:</b></td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b></td> <td style="padding: 5px;"><b>DC End:</b></td> </tr> </table>			<b>PreProduction Start:</b>	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b>	<b>Staffing Completed:</b>	<b>GIT Start:</b>	<b>SS Train Start:</b>	<b>SS Train End:</b>	<b>DC Start:</b>	<b>DC End:</b>
<b>PreProduction Start:</b>	<b>Pretest Start:</b>												
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<b>Staffing Completed:</b>	<b>GIT Start:</b>												
<b>SS Train Start:</b>	<b>SS Train End:</b>												
<b>DC Start:</b>	<b>DC End:</b>												
<b>Other Project Team Members:</b>	Gina-Qian Yang Cheung, Donnalee Grey-Farquharson, Hueichun Peng, Lloyd Hemingway, Shaowei Sun (year 3 only), Jennie Williams, Peter Sparks, Dave Dybicki, Ashwin Dey												
<b>Other Project Names:</b>	MTF Web												
<b>Sample Mgmt Sys</b>	SMS; Web SMS; Illume												
<b>Data Col Tool</b>	NA												
<b>Hardware</b>	NA												
<b>DE Software</b>	NA												
<b>QC Recording Tool</b>	NA												
<b>Incentive</b>	Yes, Other (Managed by SRC Study Staff)												
<b>Administration</b>	NA												
<b>Payment Type</b>	N/A												
<b>Payment Method</b>	N/A												

<b>Report Period</b>	Nov, 2017 (MTF Illume Web 2017)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	Not Rated		
<b>Monthly Update</b>	<p>11/2017</p> <p>Study staff requires the data delivered in a different format (text file) versus the usual SAS file. A meeting was held to clarify requirements and to go over data delivery specs. The new date for data delivery is January 12, 2018. A SAS file will be delivered first so that a quality check can be done - once the SAS data has been signed off the text file will be created and delivered.</p> <p>The draft budget was redone to exclude Winter location and Non-response calling efforts from the Illume budget. This study is now responsible only for the programming all systems, fielding the web survey, and delivering the Illume data</p>		

and paradata.

10/2017

None response calling has ended and all web surveys were closed on 10/27. Data will be delivered by November 30th, 2018.

A ballpark budget for 2018 was delivered to the Pls - no response from them as yet.

**Special Issues**

<b>Cost</b>		
<b>Oct 31, 2017</b>	<b>Total Cost to Date (Direct + Indirect):</b>	116,897.91
	<b>Estimated Cost at Completion (E\$AC):</b>	153,465.68
	<b>Total Budget:</b>	163,886.06
	<b>Variance (Budget minus E\$AC):</b>	10,420.32
	<b>Reason For Variance:</b>	

<b>Projections</b>		
<b>Oct 31, 2017</b>	<b>Dollars Projected For Month:</b>	13,039.19
	<b>Actual Dollars Used:</b>	9,612.46
	<b>Variance (Projected minus Actual):</b>	3,426.73
	<b>Reason For Variance:</b>	

<b>Measures</b>	<b>Units Complete</b>	<b>RR</b>	<b>HPI</b>
	<b>Current Goal:</b> <b>Goal at Completion:</b> <b>Current actual:</b> <b>Estimate at Complete:</b> <b>Variance:</b>		

**Other Measures**



<b>Project Name</b>	National Survey of Family Growth (NSFG 2010-2020)													
<b>Project Mode</b>	Primary: Face to Face      Total of Modes: 1													
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b>	32,653,126.47	<b>Indirect Budget:</b>	8,448,262.00 <b>Total Budget:</b> 41,101,388.47										
<b>Principal Investigator/Client</b>	Joyce Abma (NCHS) Mick Couper (ISR)													
<b>Funding Agency</b>	NCHS, CDC, NICHD													
<b>IRB</b>	<b>HUM#:</b>	0002716	<b>Period Of Approval:</b>	7/17/13 - 7/17/17										
<b>Project Team</b>	<b>Project Lead:</b> Heidi Marie Guyer <b>Budget Analyst:</b> Nancy Oeffner <b>Production Manager:</b> Theresa Camelo <b>Senior Project Advisor:</b> Mary P Maher <b>Production Manager:</b> Maureen Joan O'Brien <b>Production Manager:</b> Rebecca Loomis													
<b>Proposal #:</b>	no data													
<b>Description:</b>	<p>The NSFG is a national survey of women and men 15-49 years of age designed to provide national estimates of factors affecting pregnancy and birth rates, including sexual activity, cohabitation, marriage, divorce, contraceptive use, miscarriage and stillbirth, infertility, and use of medical services for family planning and infertility. NSFG 2010-2020 includes eight years of continuous data collection starting in September 2011 and ending in 2019. Every year, new PSUs will be selected to replace last year's non-self representing PSUs and self-representing PSUs, and the project will continue to collect data from a set of major self representing PSUs throughout the entire data collection period. Target number of interviews is approximately 5000 per year.</p>													
<b>SRO Project Period</b>	09/2010 - 07/2020													
<b>Data Col Period</b>	09/2011 - 06/2019													
<b>Security Plan</b>	Yes													
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 03/01/2011</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 06/01/2011</td> </tr> <tr> <td><b>Staffing Completed:</b> 08/17/2011</td> <td><b>GIT Start:</b> 09/13/2011</td> </tr> <tr> <td><b>SS Train Start:</b> 09/15/2011</td> <td><b>SS Train End:</b> 09/19/2011</td> </tr> <tr> <td><b>DC Start:</b> 09/20/2011</td> <td><b>DC End:</b> 09/07/2019</td> </tr> </table>				<b>PreProduction Start:</b> 03/01/2011	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 06/01/2011	<b>Staffing Completed:</b> 08/17/2011	<b>GIT Start:</b> 09/13/2011	<b>SS Train Start:</b> 09/15/2011	<b>SS Train End:</b> 09/19/2011	<b>DC Start:</b> 09/20/2011	<b>DC End:</b> 09/07/2019
<b>PreProduction Start:</b> 03/01/2011	<b>Pretest Start:</b>													
<b>Pretest End:</b>	<b>Recruitment Start:</b> 06/01/2011													
<b>Staffing Completed:</b> 08/17/2011	<b>GIT Start:</b> 09/13/2011													
<b>SS Train Start:</b> 09/15/2011	<b>SS Train End:</b> 09/19/2011													
<b>DC Start:</b> 09/20/2011	<b>DC End:</b> 09/07/2019													
<b>Other Project Team Members:</b>	Chrissy Evanchek--Budget Analyst													
<b>Other Project Names:</b>														
<b>Sample Mgmt Sys</b>	SurveyTrak													
<b>Data Col Tool</b>	Blaise 4.8													
<b>Hardware</b>	Tablet; [UM cell] Phone; Paper and Pencil													
<b>DE Software</b>	NA													
<b>QC Recording Tool</b>	N/A													
<b>Incentive</b>	Yes, R; Yes, Other (babysitting fee)													
<b>Administration</b>	SRO Group													
<b>Payment Type</b>	Cash, prepaid (\$5; \$40); Cash, post (\$40; \$60)													
<b>Payment Method</b>	Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest Cash Fund from ISR Business Office													

<b>Report Period</b>	Nov, 2017 (NSFG 2010-2020)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	<p>We are now in Week 10 of Q25. We are still on track to end this quarter with the highest yield of Cycle 8. There are currently 1424 main interviews and 3952 screeners completed. The average for this point in the quarter is 1162 main and 3560 screeners, and 1069 main and 3234 screeners average since the age range expansion. Main and Screener completion rates are falling slightly for this point in the quarter and since the age range expansion. The completions rates are: Screener 83.8% this quarter, 86.3% average for this quarter, 83.8% since the age range expansion; Main 64.1% this quarter, 64.0% average for this quarter, 63.3% since the age range expansion. HPI is at 10.5, average for this point in the quarter is 10.0. Due to high productivity, 5,917 lines were released for screening this quarter. The average is 5,070, and 4,852 since the age range expansion. The average number of lines released for this Quarter in</p>
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the year is 5,070. The current production focus is on main interviewing, screening around main interviews. We prioritized teen and without kids HH subgroups as RR's were low in those groups. We will turn off the prioritizations at the end of Phase 1, before double sample. Double sample begins next week, week 11. 590 total sample lines have been selected (310 main, 280 screener), and letters went out Wednesday to that sample. One more lwer has attrited since last month, totaling 6 New Hires. She has been active by FEMA and sent to Puerto Rico. She may come back so she has been put on hold rather than termination. We have not made a final decision regarding a March attrition training. There are still only 2 areas unstaffed, and we are training a previous NSFG lwer to cover those two areas. She will be trained in January, 2018 and begin work right away after that. Until the new lwer starts, the 2 unstaffed areas are being travelled. The Phase Boundary experiment is on track to start in Q26. Double sample will begin in week 9 for 5 areas.

**Special Issues**

UM received the year 7 funding from NCHS in August 2017. The funding includes the \$5,000,000 base funding as well as additional funding of \$870,559 for increased data collection costs. Additionally, a no cost time extension has been granted for the remaining funds of the methodological research account. This extension is through August 2018.

**Cost**  
**Nov 08, 2017**

**Total Cost to Date (Direct + Indirect):** 5,901,573.00  
**Estimated Cost at Completion (E\$AC):** 5,993,673.87  
**Total Budget:** 41,101,388.47  
**Variance (Budget minus E\$AC):** -92,100.87  
**Reason For Variance:** Additional workscope, higher than anticipated HPI, higher yield, higher interviewer attrition, increased travel, increased hiring and training

**Projections**  
**Nov 08, 2017**

**Dollars Projected For Month:** 491,289.94  
**Actual Dollars Used:** 506,645.80  
**Variance (Projected minus Actual):** -15,355.86  
**Reason For Variance:** The variance is due to JE reversal for erroneous Hosting charges that actually hit in September, not in October as projected.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>	1500	68%	10.0
<b>Goal at Completion:</b>	5000	79%	10.0
<b>Current actual:</b>	1424	59.8%	10.5
<b>Estimate at Complete:</b>	4972	61.8%	10.3
<b>Variance:</b>	28	18.2%	.3

**Other Measures**

The goals represent Q25 goals and actuals. We are now in Week 10 of Quarter 25. The HPI goal has changed to 10.0. The completion goals above are the annual goals. The current goal is for the current quarter.

<b>Project Name</b>	Neurodevelopmental Pathways in Adolescent Health Risk Behavior (AHRB)												
<b>Project Mode</b>	Primary: Class SAQ	Secondary: Web	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 919,405.00	<b>Indirect Budget:</b> 507,595.00	<b>Total Budget:</b> 1,427,000.00										
<b>Principal Investigator/Client</b>	Daniel Keating (U-M SRC)												
<b>Funding Agency</b>	Health and Human Services (HHS), Department of-National Institutes of Health												
<b>IRB</b>	<b>HUM#:</b> HUM00084650	<b>Period Of Approval:</b>	2/3/2016 - 2/2/2017										
<b>Project Team</b>	<b>Project Lead:</b> Peter Rakesh Batra <b>Budget Analyst:</b> Dean E Stevens <b>Production Manager:</b> <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> Peter Rakesh Batra <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>During early adolescence systems in the brain that are characterized by heightened reactivity to motivational stimuli and rewards mature rapidly, while systems that enable more effective cognitive control and judgment mature more slowly. This "developmental maturity mismatch" has been proposed as a key contributor to health risk behavior among adolescents, which is of critical importance because: (1) risk behaviors are the leading cause of morbidity and mortality in this age group, including diseases arising from unprotected sexual activity and casualties arising from reckless behavior (including driving fatalities and serious injuries); (2) it is the peak age for the onset of a wide range of risk behavior patterns with potential long-term consequences, including substance use and abuse, and delinquency. The "developmental maturity mismatch" hypothesis, however, has not been directly tested in relation to risk behavior at a level sufficient to inform this critical health area. The primary aim of the ANDH study is to understand the behavioral, cognitive, and neural bases of risk taking, through integrated analyses of age differences, developmental trajectories, and individual differences in psychosocial, neurocognitive and neural imaging assessments.</p> <p>The study will involve data collection from 10th and 12th grade students (~2000 students total) in 7-8 local high schools (approximately 150 students from each age group per school), with group administration in the schools using laptops in a baseline data collection to be completed over a 3-month period in the fall of 2014. Each respondent will attend 2 ~45 minute sessions: one survey and one neurocognitive tests. After the baseline data collection, SRO will modify the survey questionnaire to operate as a web-based survey, and will administer the web survey to all 2,000 respondents in years 2, 3, and 4 of the project (in the fall of 2015, 2016 and 2017). A small number of respondents (150-160) will be sub-selected to undergo neural imaging at U-M facilities in Ann Arbor (SRO will not be directly involved in this portion of the study).</p>												
<b>SRO Project Period</b>	04/2014 - 03/2018												
<b>Data Col Period</b>	03/2015 - 01/2016												
<b>Security Plan</b>	Yes												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b></td> <td><b>Pretest Start:</b> 12/21/2016</td> </tr> <tr> <td><b>Pretest End:</b> 01/03/2017</td> <td><b>Recruitment Start:</b></td> </tr> <tr> <td><b>Staffing Completed:</b></td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b></td> <td><b>SS Train End:</b></td> </tr> <tr> <td><b>DC Start:</b> 09/01/2016</td> <td><b>DC End:</b> 05/31/2018</td> </tr> </table>			<b>PreProduction Start:</b>	<b>Pretest Start:</b> 12/21/2016	<b>Pretest End:</b> 01/03/2017	<b>Recruitment Start:</b>	<b>Staffing Completed:</b>	<b>GIT Start:</b>	<b>SS Train Start:</b>	<b>SS Train End:</b>	<b>DC Start:</b> 09/01/2016	<b>DC End:</b> 05/31/2018
<b>PreProduction Start:</b>	<b>Pretest Start:</b> 12/21/2016												
<b>Pretest End:</b> 01/03/2017	<b>Recruitment Start:</b>												
<b>Staffing Completed:</b>	<b>GIT Start:</b>												
<b>SS Train Start:</b>	<b>SS Train End:</b>												
<b>DC Start:</b> 09/01/2016	<b>DC End:</b> 05/31/2018												
<b>Other Project Team Members:</b>	<p>Wave 2 Team: Kyle Kwaiser (tech lead, data manager), Kathy LaDronka, Becky Loomis, Dolorence Okullo (data management), Hueichun Peng, Shaowei Sun</p> <p>Wave 1 Team: Larry Daher, Emmanuel Ellis, David Bolt, Kyle Goodman, Donnalee Grey-Farquharson, Kyle Kwaiser (tech lead, data manager), Becky Loomis, Max Malhotra, Shaowei Sun, Laura Yoder (data management)</p>												

<b>Other Project Names:</b>	Adolescent Neurodevelopmental Health (ANDH) (Internal) Adolescent Health Risk Behavior Study (Public)
<b>Sample Mgmt Sys</b>	Illume; Project specific system (SRIS)
<b>Data Col Tool</b>	Illume; SAQ; Other (Inquisit neurocognitive task software; NC helper app)
<b>Hardware</b>	Laptop
<b>DE Software</b>	Other (SRIS)
<b>QC Recording Tool</b>	N/A
<b>Incentive</b>	Yes, R; Yes, Other (School)
<b>Administration</b>	SRO Group; ISR Group (Dan Keating, PNG Group)
<b>Payment Type</b>	Check, post (Rs, \$50 year 1, \$20 years 2-4; schools, \$1000); Cash, post (Ypsilanti Rs, \$50 year 1)
<b>Payment Method</b>	Check through other system (RPay not through STRak (R payments)); Imprest Cash Fund from ISR Business OI

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<b>Report Period</b>	Nov, 2017 (AHRB)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	<p>In November we got approval for drafted participant and parent contact letters as well as the invitations, reminders (3) and final email messages that will be sent to R's during Wave 3. We are still waiting for changes from the PI's team to the Wave 3 questionnaire and a small change to the text in one of the neurocognitive study tasks and a newsletter that will be included with the contact letters. Once received, I will submit an IRB amendment that will incorporate changes for Wave 3.</p>
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This month I submitted the SCR (Continuing review) in time for the 12/21 IRB meeting.

Since the Wave 2 data collection period closed on Nov 1, we have now also delivered the data for both parts of Wave 2: The Illume questionnaire data and the Inquisit task data.

#### Special Issues

<b>Cost</b>	<b>Total Cost to Date (Direct + Indirect):</b>	1,262,864.96
<b>Nov 30, 2017</b>	<b>Estimated Cost at Completion (E\$AC):</b>	1,453,970.61
	<b>Total Budget:</b>	1,427,000.00
	<b>Variance (Budget minus E\$AC):</b>	-26,970.61
	<b>Reason For Variance:</b>	At this point we have not been fully reimbursed from the project for work that went beyond the original scope in preparation for Wave 2. Nick is aware of this and in agreement.

<b>Projections</b>	<b>Dollars Projected For Month:</b>	0.00
<b>Nov 30, 2017</b>	<b>Actual Dollars Used:</b>	0.00
	<b>Variance (Projected minus Actual):</b>	0.00
	<b>Reason For Variance:</b>	

Measures	Units Complete	RR	HPI
<b>Current Goal:</b> <b>Goal at Completion:</b> <b>Current actual:</b> <b>Estimate at Complete:</b> <b>Variance:</b>			

#### Other Measures

**Project Name** Optimizing Youth Suicide Risk Screening and Triage In the Emergency Department (YRS)

**Project Mode** Primary: Telephone      Total of Modes: 1

**Project Type** Sponsored Projects      **Project Status** Current

**Budget** ***Direct Budget:*** 1,276,181.00      ***Indirect Budget:*** 703,064.00      ***Total Budget:*** 1,979,245.00

**Principal Investigator/Client** Cheryl King (Professor of Psychiatry, University of Michigan)

**Funding Agency**

**IRB** ***HUM#:***      ***Period Of Approval:***

**Project Team** ***Project Lead:*** Esther H Ullman  
***Budget Analyst:*** Janelle P Cramer  
***Production Manager:***  
***Senior Project Advisor:*** Kirsten Haakan Alcser  
***Production Manager:***  
***Production Manager:***

**Proposal #:** no data

**Description:** This multi-site collaborative project proposes to implement a “universal suicide risk screen” strategy with eligible youths, ages 12-17, who present at one of 14 emergency departments across the country. The research team will conduct initial screening of approximately 9,090 youths randomly chosen in these emergency departments (ED), over a period of two years. Based on the results of the screening, youths will be contacted for follow-up (youths who present with an actual suicide or self-injury concern, youths who present with at least two suicide risk factors, and youths at low/no risk for suicide) by the Survey Research Center’s (SRC) interviewing staff in Survey Research Operations (SRO). SRO will receive electronic files with contact information for the selected youths on a flow basis, with the expectation of receiving approximately 4,360 in total. Using computer-assisted interviewing techniques from our centralized telephone facility (Survey Services Lab, or SSL) on the Ann Arbor campus, we will attempt contact with each selected respondent’s parent and then the respondent, with the goal of completing brief (10-minute) interviews with ~85% of the respondents 3 months after their ED screening, and ~80% of these same respondents 6 months after their ED screening

**SRO Project Period** 03/2015 - 12/2017

**Data Col Period** 07/2015 - 07/2017

**Security Plan** NA

**Milestone Dates**

<i><b>PreProduction Start:</b></i>	<i><b>Pretest Start:</b></i>
<i><b>Pretest End:</b></i>	<i><b>Recruitment Start:</b></i>
<i><b>Staffing Completed:</b></i>	<i><b>GIT Start:</b></i>
<i><b>SS Train Start:</b></i> 09/21/2015	<i><b>SS Train End:</b></i> 09/24/2015
<i><b>DC Start:</b></i> 09/28/2015	<i><b>DC End:</b></i>

**Other Project**

**Team Members:**

**Other Project**

**Names:**

**Sample Mgmt Sys** SMS

**Data Col Tool** NA

**Hardware** Desktop

**DE Software** NA

**QC Recording Tool** NA

**Incentive** Yes, Other (Amazon gift card (Project staff))

**Administration** NA

**Payment Type** NA

**Payment Method** NA

**Report Period** Nov, 2017 (YRS)      **Project Phase** Implementing

**Risk Level** Some Concerns

**Monthly Update** Production is now picking up, although well behind original goals due to requirement for additional IRB approval by each site. Now most sites have obtained IRB approval (Texas is still outstanding). This rolling eligibility as sites obtain approval has led to additional programming for mail pulls to catch respondents as they can be contacted and of

course shortened the amount of time available to call the respondents.

Focus now is on changes required for ED STARS Continuation activities (add consents, communications with PECARN, etc) with the plan to launch in Jan.

#### Special Issues

Concerns that data ops has provided adequate resources to the project, not sure that reports used in Study 1 can also be created for Study 2. Although a transition plan has been discussed for at least 6 months the new data manager has too many other conflicting assignments to fulfill the requirements of the project.

#### Cost Nov 30, 2017

<b>Total Cost to Date (Direct + Indirect):</b>	1,171,405.29
<b>Estimated Cost at Completion (E\$AC):</b>	1,976,323.27
<b>Total Budget:</b>	1,979,245.00
<b>Variance (Budget minus E\$AC):</b>	2,921.73
<b>Reason For Variance:</b>	

#### Projections Nov 30, 2017

<b>Dollars Projected For Month:</b>	41,020.17
<b>Actual Dollars Used:</b>	57,420.15
<b>Variance (Projected minus Actual):</b>	-16,399.98
<b>Reason For Variance:</b>	With the start of production being complicated by requiring each site to obtain IRB approval additional production management, data ops time and mailing protocols were needed.

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	666		
<b>Goal at Completion:</b>	5040		
<b>Current actual:</b>	162		
<b>Estimate at Complete:</b>	4599		
<b>Variance:</b>			

#### Other Measures

There will actually be two surveys in phase 1 (at 3 months and 6 months)...and then a second phase survey.

**Project Name** Panel Study of Income Dynamics - Transition to Adulthood Study 2017 (PSID TAS 2017)

**Project Mode** Primary: Telephone      Total of Modes: 1

**Project Type** Sponsored Projects      **Project Status** Current

**Budget** ***Direct Budget:*** 1,222,666.00      ***Indirect Budget:*** 682,169.00      ***Total Budget:*** 1,904,835.00

**Principal Investigator/Client** Narayan Sastry (SRC-PSID)

**Funding Agency**

**IRB** ***HUM#:*** HUM00112629      ***Period Of Approval:*** 12/9/2016-12/8/2017

**Project Team** ***Project Lead:*** Rachel Anne LeClere  
***Budget Analyst:***  
***Production Manager:***  
***Senior Project Advisor:***  
***Production Manager:***  
***Production Manager:***

**Proposal #:** no data

**Description:** The Transition to Adulthood Study (TAS) is a supplemental study of the PSID, a national, longitudinal study of families started in 1968. The TAS study began in 2005 and has been conducted every 2 years. The sample for PSID-TAS is comprised of a sample of participants from PSID Core in between the ages of 18 and 28, including Heads/Spouses/Partners and OFUMs. The sample size is approximately 3,014. The study is interviewer administered and phone only. Respondents are invited to complete the phone survey after they have completed the PSID Main interview. The interview content includes questions about education, wealth, health, income and other topics related to the traditional markers of the transition into adulthood – mainly entering the labor market, completing schooling, and planning one's own family formation.

**SRO Project Period** 05/2017 - 06/2018

**Data Col Period** 10/2007 - 05/2018

**Security Plan** NA

**Milestone Dates**

<i><b>PreProduction Start:</b></i>	<i><b>Pretest Start:</b></i>
<i><b>Pretest End:</b></i>	<i><b>Recruitment Start:</b></i>
<i><b>Staffing Completed:</b></i>	<i><b>GIT Start:</b></i>
<i><b>SS Train Start:</b></i>	<i><b>SS Train End:</b></i>
<i><b>DC Start:</b></i>	<i><b>DC End:</b></i>

**Other Project Team Members:**

**Other Project Names:**

**Sample Mgmt Sys** SurveyTrak

**Data Col Tool** Blaise 4.8

**Hardware** Laptop; [UM cell] Phone

**DE Software** N/A

**QC Recording Tool** N/A

**Incentive** Yes, R

**Administration** NA

**Payment Type** Check, post (70)

**Payment Method** Check through other system (PSID RAPS)

**Report Period** Nov, 2017 (PSID TAS 2017)      **Project Phase** Implementing

**Risk Level** Not Rated

**Monthly Update** We are in the second month of production, with 1,146 IWs and an HPI of 4.06.

We announced a \$500 interviewer incentive retention bonus to be paid out at the end of data collection.

Regular meetings continue with technical staff, project team and TA PIs.

**Special Issues**

<b>Cost</b>	<i>Total Cost to Date (Direct + Indirect):</i>	291,113.04
<b>Nov 08, 2017</b>	<i>Estimated Cost at Completion (E\$AC):</i>	1,860,810.59
	<i>Total Budget:</i>	1,904,835.00
	<i>Variance (Budget minus E\$AC):</i>	44,024.41
	<i>Reason For Variance:</i>	

<b>Projections</b>	<i>Dollars Projected For Month:</i>	0.00
<b>Nov 08, 2017</b>	<i>Actual Dollars Used:</i>	0.00
	<i>Variance (Projected minus Actual):</i>	0.00
	<i>Reason For Variance:</i>	

**Measures**

	Units Complete	RR	HPI
<i>Current Goal:</i> <i>Goal at Completion:</i> <i>Current actual:</i> <i>Estimate at Complete:</i> <i>Variance:</i>			

**Other Measures**



<b>Project Name</b>	PSID Immigrant Refresher Screening Project (PSID-Imm)												
<b>Project Mode</b>	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 1,226,546.00	<b>Indirect Budget:</b> 674,666.00	<b>Total Budget:</b> 1,901,212.00										
<b>Principal Investigator/Client</b>	Narayan Sastry (SRC)												
<b>Funding Agency</b>	NICHD												
<b>IRB</b>	<b>HUM#:</b> HUM00062417	<b>Period Of Approval:</b>	3/13/17-3/12/18										
<b>Project Team</b>	<b>Project Lead:</b> Rachel Anne Orłowski <b>Budget Analyst:</b> <b>Production Manager:</b> Sara D Freeland <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	Screening Housing Units (that HRS-2016 determined were ineligible for their study and had at least one household member born outside of the U.S. and came to the U.S. in the past 20 years) to determine whether either the Head or Spouse/Partner of each Family Unit moved to the U.S. after 1997. Eligible Family Units are invited to participate in PSID Core 2017.												
<b>SRO Project Period</b>	01/2016 - 12/2017												
<b>Data Col Period</b>	06/2016 - 09/2017												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 01/04/2016</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 03/24/2016</td> </tr> <tr> <td><b>Staffing Completed:</b> 06/23/2017</td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b> 06/01/2016</td> <td><b>SS Train End:</b> 06/30/2017</td> </tr> <tr> <td><b>DC Start:</b> 06/06/2016</td> <td><b>DC End:</b> 09/19/2017</td> </tr> </table>			<b>PreProduction Start:</b> 01/04/2016	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 03/24/2016	<b>Staffing Completed:</b> 06/23/2017	<b>GIT Start:</b>	<b>SS Train Start:</b> 06/01/2016	<b>SS Train End:</b> 06/30/2017	<b>DC Start:</b> 06/06/2016	<b>DC End:</b> 09/19/2017
<b>PreProduction Start:</b> 01/04/2016	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b> 03/24/2016												
<b>Staffing Completed:</b> 06/23/2017	<b>GIT Start:</b>												
<b>SS Train Start:</b> 06/01/2016	<b>SS Train End:</b> 06/30/2017												
<b>DC Start:</b> 06/06/2016	<b>DC End:</b> 09/19/2017												
<b>Other Project Team Members:</b>													
<b>Other Project Names:</b>													
<b>Sample Mgmt Sys</b>	SurveyTrak												
<b>Data Col Tool</b>	Blaise 4.8												
<b>Hardware</b>	Laptop; [UM cell] Phone												
<b>DE Software</b>	N/A												
<b>QC Recording Tool</b>	DRI-CARI												
<b>Incentive</b>	Yes, R												
<b>Administration</b>	ISR Group (PSID)												
<b>Payment Type</b>	Check, post (\$10, \$40 End Game); Cash, prepaid (\$5 End Game); Cash, post (\$10); Other (Non-monetary ince												
<b>Payment Method</b>	Check through STrak RPay System; Imprest Cash Fund from ISR Business Office												

<b>Report Period</b>	Nov, 2017 (PSID-Imm)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	<p>Wen Chang presented the PSID 2016 New Immigrant Screening Response Rate memo to the PIs at the 11/8 meeting. PIs asked her to use other estimates to calculate the eligibility rate of unknown cases. This work will extend into December.</p> <p>Began drafting final report.</p>		
<b>Special Issues</b>			

**Cost**  
**Nov 30, 2017**

**Total Cost to Date (Direct + Indirect):** 1,571,395.23  
**Estimated Cost at Completion (E\$AC):** 1,578,526.21  
**Total Budget:** 1,901,212.00  
**Variance (Budget minus E\$AC):** 322,685.79  
**Reason For Variance:** Less programming, no new-hire recruitment, smaller in-person training, fewer lines--in fewer areas, fewer iwers

**Projections**  
**Nov 30, 2017**

**Dollars Projected For Month:** 7,685.63  
**Actual Dollars Used:** 7,597.95  
**Variance (Projected minus Actual):** 87.68  
**Reason For Variance:** minor variance

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>			
<b>Current actual:</b>	920	63%	6.5
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**Other Measures**

**Project Name** PSID Multiplicity Screening (PSID MULT)

**Project Mode** Primary: Telephone Secondary: Face to Face Total of Modes: 2

**Project Type** Sponsored Projects **Project Status** Current

**Budget** **Direct Budget:** 340,754.00 **Indirect Budget:** 188,063.00 **Total Budget:** 528,817.00

**Principal Investigator/Client** Narayan Sastry (SRC)

**Funding Agency**

**IRB** **HUM#:** HUM00062417 **Period Of Approval:** 3/13/17 - 3/12/18

**Project Team** **Project Lead:** Rachel Anne Orłowski  
**Budget Analyst:**  
**Production Manager:** Margaret Lavanger  
**Senior Project Advisor:** Stephanie A Chardoul  
**Production Manager:**  
**Production Manager:**

**Proposal #:** no data

**Description:** Continuation of the PSID (post-1997) New Immigrant Sample Refresher. Screening Family Units (that contain a parent, sibling, and/or child of New Immigrant Head or Spouse/Partner who completed Core 2017) to determine whether either the Head or Spouse/Partner is an immigrant born between 1960-1971 (i.e., HRS-2016 screening eligible age range) and moved to the U.S. after 1997. Eligible Family Units are invited to participate in PSID Core 2019.

**SRO Project Period** 06/2017 - 05/2017

**Data Col Period** 10/2017 - 04/2017

**Security Plan** NA

**Milestone Dates**

**PreProduction Start:** 06/01/2017

**Pretest End:**

**Staffing Completed:** 08/17/2017

**SS Train Start:** 10/16/2017

**DC Start:** 10/26/2017

**Pretest Start:**

**Recruitment Start:** 07/05/2017

**GIT Start:**

**SS Train End:** 10/18/2017

**DC End:**

**Other Project Team Members:**

**Other Project Names:**

**Sample Mgmt Sys** SurveyTrak

**Data Col Tool** Blaise 4.8

**Hardware** Laptop; [UM cell] Phone

**DE Software** NA

**QC Recording Tool** DRI-CARI

**Incentive** Yes, R; Yes, Other (Locator)

**Administration** SRO Group; ISR Group (PSID)

**Payment Type** Check, post (\$40); Cash, prepaid (\$10); Cash, post (\$40); Other (Non-monetary incentive)

**Payment Method** Check through STRak RPay System; Check through other system (PSID-RAPS); Interviewer payment of cash (n

**Report Period** Nov, 2017 (PSID MULT) **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** NOTE: Measures are from Release 1 only; they also correct for miscoding and a case on hold.

On 11/8, sent new bci to the field to correct programming error that allowed recordings to occur without consent to record.

On 11/16, sent new dm and pbd to the field. Updated Blaise to include more probes when Potential Nominator birth year is unknown, to remove skip logic when answering 2016 Potential Nominator questions, to correct Spanish translation, and to include/reference additional QxQ's. Updated SurveyTrak to require more Call Wizard fields, to fix call window alert, to fix locator payment address, and to stop the PSID17 language from being overwritten.

On 11/21, one iwer asked to have a month off; PM told iwer that we could not guarantee work when he returned.

On 11/27, began locating on Release 2 (9 lines).

Identified 3 MULT lines as non-sample. Data entry error in PSID17. Reviewed all Release 1 and 2 lines and do not anticipate any more non-sample.  
 Began discussion with PIs about New Imm Recons in 2019 and continuation of MULT screening effort. Also discussed likely need for additional New Imm sample--potentially recruiting family members of the 1997 Immigrants.

**Special Issues**

Submitted an ORIO to the IRB on 11/10; acknowledged on 11/18. An interview was recorded when there was not consent to record.

**Cost**

Nov 30, 2017

**Total Cost to Date (Direct + Indirect):** 273,105.59  
**Estimated Cost at Completion (E\$AC):** 524,294.81  
**Total Budget:** 528,817.00  
**Variance (Budget minus E\$AC):** 4,522.19  
**Reason For Variance:** Uncertainty with production projections

**Projections**

Nov 30, 2017

**Dollars Projected For Month:** 61,243.49  
**Actual Dollars Used:** 72,788.18  
**Variance (Projected minus Actual):** -11,544.69  
**Reason For Variance:** Training travel was higher than expected (and hit sooner).

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>			
<b>Current actual:</b>	10	32%	6.8
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**Other Measures**

<b>Project Name</b>	Stress and Wellbeing in Everyday Life (SWEL)												
<b>Project Mode</b>	Primary: Face to Face	Secondary: Observation	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 441,062.00	<b>Indirect Budget:</b> 242,585.00	<b>Total Budget:</b> 683,647.00										
<b>Principal Investigator/Client</b>	Kira Birditt (UM ISR Life Course Development) Toni Antonucci (UM ISR Life Course Development)												
<b>Funding Agency</b>													
<b>IRB</b>	<b>HUM#:</b> TBD	<b>Period Of Approval:</b>	TBD										
<b>Project Team</b>	<b>Project Lead:</b> Piotr Dworak <b>Budget Analyst:</b> Janelle P Cramer <b>Production Manager:</b> Derek Dubuque <b>Senior Project Advisor:</b> Kirsten Haakan Alcser <b>Production Manager:</b> <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>SWEL is a study to assess the role of cardiovascular stress in daily lives among matched test and control groups of ethnic minority and white respondents. Data collected via an interviewer-administered 30-min instrument, followed by a 4-day measurement of cardiovascular activity using a wearable biometric device, and 6-per-day self-administered momentary assessments.</p> <p>Data collection goal: 300 CAPI interviews (79% RR on sample of ~380), revised to test/control setup in which 150 interviews are needed from 173 test subjects (87% RR) and 150 interviews from the 307 control subjects (48% RR).</p> <p>Sample: Participants in Wave 3 of Social Relations (2014) from the Detroit tri-county area.</p> <p>Data collection period: estimated for 13 weeks but both the staffing levels and the proposed data collection pace is being discussed with the client given the availability of the wereable devices.</p>												
<b>SRO Project Period</b>	12/2016 - 10/2017												
<b>Data Col Period</b>	06/2017 - 09/2016												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 03/01/2017</td> <td><b>Pretest Start:</b> 01/22/2018</td> </tr> <tr> <td><b>Pretest End:</b> 02/02/2018</td> <td><b>Recruitment Start:</b> 11/01/2017</td> </tr> <tr> <td><b>Staffing Completed:</b> 01/02/2018</td> <td><b>GIT Start:</b> 02/05/2018</td> </tr> <tr> <td><b>SS Train Start:</b> 02/07/2018</td> <td><b>SS Train End:</b> 02/09/2018</td> </tr> <tr> <td><b>DC Start:</b> 02/11/2018</td> <td><b>DC End:</b> 07/29/2018</td> </tr> </table>			<b>PreProduction Start:</b> 03/01/2017	<b>Pretest Start:</b> 01/22/2018	<b>Pretest End:</b> 02/02/2018	<b>Recruitment Start:</b> 11/01/2017	<b>Staffing Completed:</b> 01/02/2018	<b>GIT Start:</b> 02/05/2018	<b>SS Train Start:</b> 02/07/2018	<b>SS Train End:</b> 02/09/2018	<b>DC Start:</b> 02/11/2018	<b>DC End:</b> 07/29/2018
<b>PreProduction Start:</b> 03/01/2017	<b>Pretest Start:</b> 01/22/2018												
<b>Pretest End:</b> 02/02/2018	<b>Recruitment Start:</b> 11/01/2017												
<b>Staffing Completed:</b> 01/02/2018	<b>GIT Start:</b> 02/05/2018												
<b>SS Train Start:</b> 02/07/2018	<b>SS Train End:</b> 02/09/2018												
<b>DC Start:</b> 02/11/2018	<b>DC End:</b> 07/29/2018												
<b>Other Project Team Members:</b>													
<b>Other Project Names:</b>	Racial Disparities in Health: The Roles of Stress, Social Relations, and the Cardiovascular System												
<b>Sample Mgmt Sys</b>	MSMS												
<b>Data Col Tool</b>	Blaise 4.8; Blaise 5												
<b>Hardware</b>	Laptop												
<b>DE Software</b>	NA												
<b>QC Recording Tool</b>	Camtasia												
<b>Incentive</b>	Yes, R												
<b>Administration</b>	SRO Group												
<b>Payment Type</b>	Cash, prepaid (2); Cash, post (30); Other (Cash post biomarker)												
<b>Payment Method</b>	Check through other system (MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS)												
<b>Report Period</b>	Nov, 2017 (SWEL)	<b>Project Phase</b>	Implementing										
<b>Risk Level</b>	Not Rated												
<b>Monthly Update</b>	The SWEL Pilot, carried out by the LCD project team has restarted on 10/25 - the PIs have recruited 10 of the 20 participants needed but all of them are White and researchers have a hard time finding control Black participants. The												

pilot is likely to continue through December.

The 2nd phase of the pilot is critical in determining whether Caretaker works as a device to collect ongoing blood pressure readings. No final decisions have been made.

Other parts / devices of the study's data collection protocol (periodic surveys, BodyGuardian Heart) are set and will require only small adjustments for production.

Protocol: we are considering adding texting as an option for delivering surveys and to check in with respondents. Currently exploring options with Gregg and SRC director.

Staffing: We plan to staff 7 on-staffers. DCO is confirming options.

Systems: In December the SWEL team will demo MSMS to the LCD project team. Final specs are in place. First draft of Baseline (CAPI) was delivered and is being reviewed by the client.

IRB: SWEL IRB application was submitted by the LCD project team in October but the decision was deferred after the full board meeting. Clarifications were submitted on 11/27 and the next review is scheduled for Dec 6th. Production Amendment will be submitted in January.

Per SWEL Tech lead: SRO is assuming cost for running HoltriT messaging app (TSG has more updates on this topic). This solves licensing issues with the app and clears SWEL for using the app for the study in 2018. However, the details of the arrangement are held up in Finances.

Re-budget memo has been accepted by the client -- new project budget will be reflected shortly in CRS.

#### Special Issues

<b>Cost</b> Nov 08, 2017	<b>Total Cost to Date (Direct + Indirect):</b>	163,563.55	
	<b>Estimated Cost at Completion (E\$AC):</b>	683,647.00	
	<b>Total Budget:</b>	683,647.00	
	<b>Variance (Budget minus E\$AC):</b>	0.00	
	<b>Reason For Variance:</b>	Note: project has been re-budgeted but changes are not yet applied in CRS	
<b>Projections</b> Nov 08, 2017	<b>Dollars Projected For Month:</b>	38,220.11	
	<b>Actual Dollars Used:</b>	21,117.89	
	<b>Variance (Projected minus Actual):</b>	17,102.22	
	<b>Reason For Variance:</b>	Budget needs to be re-adjusted in December to account for different data collection schedule (we were projecting R payments to hit in October while DC was moved to February. Actual hours are projected fairly accurately. We bill slightly more hours than projected in total but more hours at lower rates. In addition, Pilot was on hold to reconfigure the devices used to measure blood pressure which affected the billing schedule.	

Measures		Units Complete	RR	HPI
<b>Current Goal:</b>		300	79%	
<b>Goal at Completion:</b>		300	87% / 48%	
<b>Current actual:</b>				
<b>Estimate at Complete:</b>				
<b>Variance:</b>				

#### Other Measures

<b>Project Name</b>	Surveys of Consumer Attitudes (SCA 2017)				
<b>Project Mode</b>	Primary: Telephone      Total of Modes: 1				
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 859,872.00	<b>Indirect Budget:</b> 0.00	<b>Total Budget:</b> 859,872.00		
<b>Principal Investigator/Client</b>	Dr. Richard T. Curtin (SRC)				
<b>Funding Agency</b>	Bloomberg, others for Riders.				
<b>IRB</b>	<b>HUM#:</b> exempt	<b>Period Of Approval:</b>			
<b>Project Team</b>	<b>Project Lead:</b> Joseph Matthew Matuzak <b>Budget Analyst:</b> Dean E Stevens <b>Production Manager:</b> <b>Senior Project Advisor:</b> Mary P Maher <b>Production Manager:</b> <b>Production Manager:</b>				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<p>The monthly Surveys of Consumers are a series of nationally representative surveys with households in the contiguous United States. The SCA is designed to measure changes in consumer attitudes and expectations.</p> <p>The objectives of the surveys are to learn what consumers think about economic events under varying circumstances and to determine why they think and behave as they do. Since changes in attitudes and expectations occur in advance of behavior, measures of consumer attitudes and expectations can act as leading indicators of aggregate economic activity. The survey measures are not intended to establish the absolute level of consumer sentiment at any given time. The SCA is intended to measure change. Each month the SSL interviewing staff obtains 600 interviews.</p>				
<b>SRO Project Period</b>	12/2016 - 12/2017				
<b>Data Col Period</b>	12/2016 - 12/2017				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="text-align: center; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	Dave Dybicki Ann Munster Kelley Popielarz Pamela Swanson Jennie Williams LaVelvet Harrison Paul Burton Nancy Walker Tim Wright				
<b>Other Project Names:</b>					
<b>Sample Mgmt Sys</b>	SMS				
<b>Data Col Tool</b>	Blaise 4.8				
<b>Hardware</b>	Desktop				
<b>DE Software</b>	Blaise 4.8 BIA				
<b>QC Recording Tool</b>	DRI-CXM				
<b>Incentive</b>	Not used				
<b>Administration</b>	SRO Group				
<b>Payment Type</b>	NA				
<b>Payment Method</b>	NA				

<b>Report Period</b>	Nov, 2017 (SCA 2017)	<b>Project Phase</b>	Implementing
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**Risk Level***Attention!***Monthly Update**

SCA completed its Novber study a day early, finishing with 606 completed interviews with 405 RDDs and 201 Recons. This month the instrument length was 30.0 minutes in length, and while the HPI was still higher than desired, it dropped by 0.16 from the previous month to 3.64. The study used 2204.9 interviewer hours, and our overall attempts per interview fell in line with the 2017 average, at 3.49. SCA delivered an excellent prelim total of 438 completes, getting a boost in hours from our newest group of recently trained interviewers. This month our recon dials average jumped back up to an high level, and our dials per hour with the addition of new interviewers, was also lower than desired. Unfortunately, we continue to suffer attrition in our interviewing staff, and while we had sufficient hours for November, we lost several interviewers as the month moved on, to the point where planning for December indicated we would once again be short on hours.

**Special Issues**

SCA continues to run higher than expected on HPI and on interviewer attrition. This keeps pushing up costs, and we have already spent more in training costs and QC than was anticipated in the annual budget, and each additional training only increases this disparity. At this point we expect that we have done our last local training for the year.

**Cost****Dec 31, 2017**

**Total Cost to Date (Direct + Indirect):** 897,673.80  
**Estimated Cost at Completion (E\$AC):** 1,059,018.71  
**Total Budget:** 859,872.00  
**Variance (Budget minus E\$AC):** -199,146.71  
**Reason For Variance:** Interviewer hours continue to run much higher than expected.

**Projections****Dec 31, 2017**

**Dollars Projected For Month:** 77,463.00  
**Actual Dollars Used:** 78,603.71  
**Variance (Projected minus Actual):** -1,140.71  
**Reason For Variance:** Higher training costs this month and additional interviewer hours. Total deficit for the month is estimated to be \$-13,450.28.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>	600	8	3.50
<b>Current actual:</b>			
<b>Estimate at Complete:</b>	606	7	3.64
<b>Variance:</b>	6	-1	0.14

**Other Measures**



**Project Name** Sustainability Cultural Indicators Program-2017 (SCIP-2017)

**Project Mode** Primary: Web      Total of Modes: 1

**Project Type** Sponsored Projects      **Project Status** Current

**Budget** ***Direct Budget:*** 73,274.00      ***Indirect Budget:*** 0.00      ***Total Budget:*** 73,274.00

**Principal Investigator/Client** John Callewart (UM-Graham Environmental Sustainability Institute)  
Robert Marans (UM-Survey Research Center)

**Funding Agency**

**IRB** ***HUM#:*** 00068573      ***Period Of Approval:***

**Project Team** ***Project Lead:*** Donnalee Ann Grey-Farquharson  
***Budget Analyst:*** Carl S Remmert  
***Production Manager:***  
***Senior Project Advisor:*** Stephanie A Chardoul  
***Production Manager:*** Andrew L Hupp  
***Production Manager:***

**Proposal #:** no data

**Description:** The goal of the overall Sustainability Cultural Indicators Project (SCIP), a joint project of the Institute for Social Research (ISR) and the Graham Environmental Sustainability Institute (Graham), is to measure changes in sustainability-related knowledge, commitments, and practices in the University of Michigan (U-M) community over time. The principle component of SCIP is a large-scale annual survey, to be conducted with U-M students, faculty, and staff from 2012 to 2018.

**SRO Project Period** 07/2017 - 06/2018

**Data Col Period**

**Security Plan** NA

**Milestone Dates**

***PreProduction Start:*** 07/01/2017

***Pretest Start:***

***Pretest End:***

***Recruitment Start:***

***Staffing Completed:***

***GIT Start:***

***SS Train Start:***

***SS Train End:***

***DC Start:*** 01/16/2018

***DC End:*** 02/22/2018

**Other Project Team Members:** Donnalee Grey-Farquharson - instrument revisions/project management  
Andrew Hupp - methodological experimental design  
Carl Remmert - financial support and analysis  
Hueichun Peng - programming for dissertation research  
Minako Edgar - sample prep, dataset creation, GIS analysis  
Andrew Piskorowski - Paradata design  
Dan Zahs - weighting and sampling support  
Felicita Mittereder - analysis (PhD student implementing experiment for dissertation)

**Other Project Names:** Campus Sustainability

**Sample Mgmt Sys** MSMS

**Data Col Tool** Blaise 5

**Hardware** NA

**DE Software** N/A

**QC Recording Tool** N/A

**Incentive** Yes, Other (A portion of R's (a raffle))

**Administration** SRO Group

**Payment Type** Other (Amazon gift code)

**Payment Method** Other (Amazon gift code sent via e-mail)

**Report Period** Nov, 2017 (SCIP-2017)      **Project Phase** Planning

**Risk Level** On Track

**Monthly Update** 2017-11

Final questionnaires were received at SRO and programming has started. SRO is aiming to finish programming at the end of the first week in December and testing before the UM holiday days. IRB will be submitted in early December. Also, the Registrars office will be contacted in December to inform them of the data request (faculty, staff and student

data) to come in early January 2018. SRO continues to work with PSM dissertation student to provide paradata for analysis and will continue to do so for the 2018 data collection.

#### 2017-10

Final figures will be updated once October business is closed. SRO (Andrew and Donnalee) attended two meetings with PIs and one other stakeholder to discuss questionnaire content, initial respondent contact strategy, delivery date for survey changes/specifications, and production start date. The UM President's message/letter will now have an embedded link to the survey. As well, the "celebrity" video will be embedded in the invitation. Specifications delivery date was set for the end of October and that has been met - both Faculty/Staff and Student surveys specifications have been delivered. Option 1 below was chosen in terms of questionnaire content. Production is set to begin Wednesday January 17th, 2018 and run until spring break. Three reminders will be sent.

#### 2017-09

SRO (Andrew H. and Donnalee) attending a meeting with the PIs and various stakeholders from across the university to discuss questionnaire items to be added and dropped for the coming data collection cycle. No decision have been made yet. Options are: 1) Drop content on items that have not seen little to any change over the prior 4 years data collection and add (fewer) new content or 2) Keep the existing content and add new along with randomizing content to keep length down (most likely will go with option #1). It is planned that the questionnaire content will be finalized by mid-October so programming can begin.

The team continues to meet with PSM student Felicitas Mittereder on predicting breakoffs. This work is being funded by awards from the Cannell Fund and not SCIP.

Regular meetings with the PIs will begin in October. Donnalee is going to manage this wave of data collection with assistance from AH on the methodology and implementation aspects. She will be completing the monthly report beginning in October.

#### 2017-08

No work was done in August. Donnalee will be coming on to the project as the manager. Andrew H. will provide oversight. They have a meeting scheduled to discuss the project when he returns from vacation. There is a meeting scheduled with the various UM stakeholders that have interest in the content of the SCIP on September 22. Andrew H. and Donnalee will attend. They will meet with the PIs (unscheduled) after that to discuss the 2017 design. Andrew H. will work with Donnalee to enter CRS projections in September.

#### 2017-07

No work was done in July. Planning meetings with the PI will begin in September. The survey will be conducted in January rather than the usual fall. The university is planning a DE&I survey in the fall. This year, a PhD student is planning on conducting an experiment for her dissertation. The SRO SCIP team has met with her a couple of times over the summer. Another meeting is planned in early August. She has funding for the TSG to implement her design. Those costs are not reflected in the SCIP budget in CRS.

### Special Issues

#### Cost

Oct 31, 2017

**Total Cost to Date (Direct + Indirect):** 2,114.47

**Estimated Cost at Completion (E\$AC):** 63,887.68

**Total Budget:** 73,274.00

**Variance (Budget minus E\$AC):** 9,386.32

#### Reason For Variance:

The BA has been out. Ryan has entered the initial projections. We are currently projecting an underrun. There is additional funding for Feli'sd (PSM) dissertation work (for Hueichun and Andrew P.) that is not part of SCIP funding (and not reflected in the cost projections).

#### Projections

Oct 31, 2017

**Dollars Projected For Month:** 6,392.82

**Actual Dollars Used:** 1,595.09

**Variance (Projected minus Actual):** 4,797.73

#### Reason For Variance:

Only minimal work and meetings occurred in September. Most of the work was related to Feli's dissertation work which is charged on another account.

### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	6,000	30%	NA
<b>Goal at Completion:</b>			NA
<b>Current actual:</b>	NA	NA	NA
<b>Estimate at Complete:</b>			NA
<b>Variance:</b>			NA

### Other Measures