Survey Research Operations

Monthly Project Report

Sponsored Projects

April 2019

Sponsored Projects

(ACL6) Americans' Changing Lives - Wave 6
(A-STARRS LS) Army Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study
(BFY) Baby's First Years
(C.A.R.E.) Concussion Assessment, Research and Education (CARE) Consortium
(ED-Stars Continuation) Emergency Department Study to Assess Risk of Suicide - Continuation Project
(ECHO) Environmental Influences on Child Health Outcomes
(EDCPE) Every Dollar Counts Program Evaluation
(HRS 2018) Health and Retirement Study 2018
(HID) High Intensity Drinking
(HCDC, H&C) Housing & Children
(HRS-Neuro) HRS Neuroimaging Pilot
(MTF Web 2019) Monitoring the Future 2019 web
(NSFG 2010-2020) National Survey of Family Growth
(PSID19 RP) PSID 2019 Roster Pilot
(CDS-19) PSID Child Development Supplement V (2019)
(SWEL) Stress and Wellbeing in Everyday Life
(SCA 2019) Surveys of Consumer Attitudes
(Variations in Math) Variations in Math
(VCT) Video Communication Technologies in Survey Data Collection

Project Name	Americans' Changing Lives - Wave 6 (ACL6)				
Project Mode	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2		
Project Type	Sponsored Projects		**Project Status**	Current	
Budget	*Direct Budget:* 462,919.00	*InDirect Budget:* 259,234.00		*Total Budget:*	722,153.00

Principal Investigator/Client Margaret Hicken (University of Michigan, SRC - SEH)

Funding Agency National Institutes of Health, National Institute on Aging
IRB *HUM#:* HUM00153243 *Period Of Approval:* Pending
Project Team *Project Lead:* Terri Ann Ridenour
  Budget Analyst: Grace Tison
  Production Manager: Lisa J Carn
  Senior Project Advisor: Shonda R Kruger-Ndiaye
  Production Manager: _UnAssigned
  Production Manager: James Koopman

Proposal #: no data

Description: Led by Dr. Maggie Hicken, ACL6 will build on 5 waves (25 years) of data from the nationally-representative Americans' Changing Lives (ACL) study by adding a 6th wave of data collection (ACL6), along with blood collection for DNA methylation analysis. With ACL6, there will be data for over 30 years of neighborhood chemical and non-chemical stressors experienced cumulatively over adulthood, which the investigators will link to DNA methylation and then examine the impact on healthy aging. The objective of ACL6 is to identify underlying epigenomic mechanisms linking racial residential segregation to key markers of healthy aging, for which there are known inequalities.

The ACL6 project period began in July of 2018, with SRO involvement starting in September of 2018. The data collection period is April to August 2019.

SRO's work scope includes survey data collection and Home Visit coordination. SRO will build systems that: 1) equip SSL interviewers (and potential low-level field interviewers at the end of the study) with tools to conduct survey data collection and sample management; 2) provide a basic mechanism (i.e. Weblog) for the Study Coordinator to log written consent received for the Home Visit, log specimen chain of custody and support SSL follow up efforts (reminder call outcomes); 3) support SRO coordination between the Core Study Team (CST), ExamOne, the 3rd party vendor responsible for Home Visit (health assessment, blood sample collection and health-related measurements), and CLASS lab biorepository; and 4) serve basic reporting needs to provide regular progress updates during the production period.

There is a broad overlap with the ACL5 study with about 15% of the questionnaire requiring revisions and additional items for Wave 6. SRO is responsible for the documentation for the complete ACL6 instrument, programming specifications in Blaise 4.8, developing SurveyTrak sample management system for use in the SSL, building the Weblog interface and creating Reports.

The Core Study Team (CST) conducted locating procedures and updated sample records with information about deceased members, prior to delivery of sample to SRO. Newsletters were sent to all living members of the Americans' Changing Lives cohort who participated in any of the previous 5 waves and asked to participate in Wave 6. All surviving ACL respondents (~1,526) are eligible to participate; there will be no screening for participation. After CST delivers the final ACL6 sample, SRO prepares/loads in SurveyTrak sample management system. On April 22 SRO mailed the pre-interview letter to potential interview participants, along with a prepaid incentive ($30) to participate in the interview.

A 60-minute telephone interview will be conducted. Respondents will be asked to provide information on various social, economic, psychological, and health matters. SRO assumes 1,220 interviews will be successfully completed (an 80% response rate). It is also anticipated that more interviews may be conducted by proxy this wave (approximately 108 proxy interviews last wave). Although the data collection will primarily be conducted by SSL interviewers, SRO's systems will support the possibility of interviews to be conducted face-to-face for respondents who cannot be reached by telephone or prefer an in person visit. As data collection unfolds, SRO will revisit the need for face-to-face work with the PI and prepare a budget estimate for the scope of work based on location of respondents and other factors.

After the survey is completed, or the interview is suspended, the Interviewer will discuss the Home Visit and ask if the R is interested in participating. If R agrees, the Interviewer will obtain oral consent for the R to be contacted by ExamOne to schedule this Home Visit. SRO will send the R a pre-home visit packet by mail, which includes: (a) a letter briefly describing this second part of the study; (b) two copies of the consent form, one to sign and provide to the ExamOne Health Professional (HP) and one to keep; and (c) a $50 incentive for participating in the Home Visit.

During the Home Visit, the Health Professional (HP) will collect the signed informed consent document. The signed U-M consent form will be mailed by ExamOne to the Home Visit Study Coordinator and logged in Weblog.

SSL interviewers will be responsible for reminder calls related to the Home Visit (e.g. Rs who do not schedule their appointment with vendor). Iwers will use the Weblog system to record outcomes.

SRO Project Period	09/2018 - 09/2019
Data Col Period	04/2018 - 08/2019
Security Plan	NA

Milestone Dates

PreProduction Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	02/25/2019
Staffing Completed:		*GIT Start:*	04/01/2019
SS Train Start:	04/02/2019	*SS Train End:*	04/03/2019
DC Start:	04/23/2019	*DC End:*	08/31/2019

Other Project Team Members:	Shonda Kruger-Ndiaye: SPA Terri Ridenour: SRO Lead/Project Manager Jaime Koopman: SSI (Blaise/STrak Specs) Gary Hein: SSI (Weblog Specs) Debra Heier: SSA (Project Coordination) Becky Scherr: SSA (Project Coordination) Grace Tison: Financial Analyst Lisa Carn: Production Manager Russ Stark: SSL STrak systems consultant and lab management Jeff Smith: Technical Lead Stephanie Windisch (and Chris Greene): Data Managers Jeff Smith: SurveyTrak Programmer Ashwin Dey: WebTrak, Weblog Programmer Dave Dybicki: CAI Programmer-Blaise Andrea Pierce: Help Desk
Other Project Names:	"Racial inequalities in health throughout adulthood: The cumulative impact of neighborhood chemical and non-chemical stressors on epigenomic pathways" (aka, "Social epigenomics of racial health inequalities - SERHI")
Sample Mgmt Sys	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Desktop
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, prepaid ($30 (interview)); Other (Check, prepaid - $50 (consent to WBD/making home appointment))
Payment Method	NA

Report Period	Apr, 2019 (ACL6)	**Project Phase**	Implementing
Risk Level	*Some Concerns*		

Monthly Update I've changed the status indicator to "some concerns" for the following reasons:

1) Lindsey Burnside, the Study Coordinator working with the PI to manage the Home Visit coordination and blood specimen collection, is leaving for a PhD program this summer (July 2019). The PI is in the process of hiring a data manager who, she believes, will assume this responsibility (Home Visit coordination), in addition to data management tasks.

2) Data management support on the project side (Core Study Team) is not adequate. As noted, the PI is in the process of hiring a data manager for the Core Study Team (CST).

3) The onboarding of ExamOne--the 3rd party vendor selected for the Home Visit (whole blood draw/physical measures)--is still underway. The PI has prepared training for the Health Professionals and is meeting with the ExamOne leadership team weekly. SRO will also join those conference calls in the future, to remain in the loop about the Home Visit protocol.

4) The Weblog system used by the Study Coordinator to track high level chain of custody for the Home Visit is still under development. In the meantime, we are delivering cases that have verbally consented to the Home Visit manually to the Study Coordinator. She, in turn, delivers those cases to ExamOne for scheduling.

Special Issues

Cost
Apr 05, 2019

Total Cost to Date (Direct + Indirect):	154,575.00
Estimated Cost at Completion (E$AC):	735,021.71
Total Budget:	722,153.00
Variance (Budget minus E$AC):	-12,868.71
Reason For Variance:	The main drivers of the currently projected overrun are as follows:

1) The Core Study Team/PIs continued developing the ACL6 instrument and making edits. These changes and requirements resulted in increased hours for Jaime Koopman, who is updating Blaise/STrak specifications to reflect PI's decisions, our programmers, David Dybicki, Ashwin Dey and Jeff Smith who are implementing technical solutions and Jaime, Andrea and others who are testing systems.

2) Home Visit consent protocol changes (i.e. undecided Rs) and Home Visit protocol requirements for coordination with ExamOne/CLASS Lab have resulted in increased project management hours for updating Weblog/Blaise/STrak specifications, programming hours for implementing technical solutions and testing.

3) Additional training hours for Interviewer staff and Team Leaders (TLs) due to shifted data collection timeline and decision not to delay training, but to keep skills fresh during post-training downtime.

4) There were very minimal hours projected in the initial ACL6 budget for Help Desk staff (40 hours total). As a result, we've exceeded this budget. Andrea Pierce has been essential for: testing systems, releasing updates and supporting users.

5) Data management tasks, including additional support and coordination with the CST, and preparation of sample for data collection. Data management hours and new employee training/development for Stephanie Windisch, in addition to effort from Chris Greene, the senior data manager serving as mentor and overseeing her work.

6) Field Operations rate increase (from $3.21/hour to $3.41/hour) and Field Hiring & Training rate increase (from $1.10 to $1.39) effective December 2018.

We will see an increase in charges in April-May as we trained staff and transitioned to data collection, however, we believe we've adequately reflected this in projections. We will continue to monitor & control other direct expense categories (i.e. programming and project management salaries).

Shonda, the project SPA, and Grace, our Financial Analyst, and I have a budget meeting scheduled with the PI (Maggie) and Grants Manager (Nick) on May 9. We plan to discuss the budget and walk through the latest client cost report. We also plan to discuss options to reduce scope in an attempt to remain within budget.

Projections
Apr 05, 2019

Dollars Projected For Month:	41,940.93
Actual Dollars Used:	43,394.54
Variance (Projected minus Actual):	-1,453.61
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:	1,220 (1,526 sample)	80%	
Goal at Completion:			
Current actual:	31		
Estimate at Complete:			
Variance:			

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:*** 8,280,054.00 ***InDirect Budget:*** 4,554,645.00 ***Total Budget:*** 12,834,699.00

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:	Meredith A House
Budget Analyst:	William Lokers
Production Manager:	Ruth B Philippou
Senior Project Advisor:	Mary P Maher
Production Manager:	Juan Carlos Donoso
Production Manager:	Leah Marie oberts

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

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: Heather Schroeder, Paul Burton, Pete Larson, Ryan Yoder, Keith Liebetreu, Kelsey MulkaCheng Zhou, Shanti Suresh, Lisa Lewandowski-Romps, Lamont Manley, Chris Greene, Youhon Liu, Peter Sparks. Pam Swanson, Genise Pattulo, Andrew Hupp

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

- -

Report Period Apr, 2019 (A-STARRS LS)   **Project Phase**   Implementing

Risk Level *Some Concerns*

Monthly Update
☐   We have collected 11,576 Wave 2 main study interviews and 163 end game interviews as of April 27.
☐   We received a "start letter" along with the draft sub-award agreement for the Year 5 extension (supplemental funding) from HJF. The agreement was sent to our Grants and Contracts office for signatures.
☐   We made cost projections updates and refinements. We are currently projecting an overall project surplus of

$52,830, a change of $67,277 from last month's report. Among other refinements to the cost projections, we determined that an additional interviewer training would not be needed for Wave 2 and removed it from our projections.

☐ There was no U-M IRB activity this month, but we received secondary approval from USUHS for the amendment containing the change to the safety protocol and respondent verification protocol.

o Respondents identified with IRR status will now be returned to U-M by ODUSA and assigned to a U-M clinician for follow-up.

o The instrument migration process has begun and the new protocol will be rolled out soon.

☐ We shared with the PIs with a memo summarizing the original proposed timeline/funding for a Wave 3 and the U-M staff who will be most affected by a delay in funding to help inform discussions about future/new funding and the timeline for continued STARRS-LS work.

☐ We proposed an alternative timeline for starting Wave 3 preproduction and looked at whether additional funding could help us to move forward on areas of Wave 3 preproduction early, between Dec. 2019 and March 2020.

☐ We continued to support the efforts to obtain a HIPAA "Waiver and Altered Authorization Application" so that STARRS can obtain a new data sharing agreement and continue receiving MDR and other health-related data from the Army.

☐ We completed a second draft application to receive NDI data from the Centers for Disease control and sent the paperwork to each organization to obtain signatures from the PIs and authorized University officials. So far, we have signatures from Harvard, HJF and U-M.

☐ We made progress on creating the datasets for PPDS T0, T1, T2 and T3, and STARRS LSW1 public use deliverables; we continued working on public use documentation.

☐ Enclave user support continued. One person has yet to complete his annual training renewals, which we were due to U-M January 31, 2019.

☐ We made good progress on biomarker group requests for assistance. Two data transfer memos were written and approved, and we assisted with locating transfer memos that outline the variables that have been transferred to PGC. We worked on another test transfer of HADS construct files from AAG to Michigan, this time with encryption added to the test files.

☐ We continued work on the transfer of encrypted test files from AAG to U-M.

Special Issues

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

☐ Enclave Support

o We are monitoring priorities for Enclave support. We are balancing the primary Enclave support work with a number of more complex biomarker data support requests, which are outside of the reduced Enclave team scope in the STARRS-LS contract. We prioritize the primary work above other requests in accordance with project goals and to remain within budget/scope. As a result, the biomarker data support requests often take longer to service. As long as requestors are ok with this arrangement, we can continue to manage the work and priorities in this fashion.

☐ New technical systems

o We continue to work with the development team for our sample management system, and prioritize our requests. The efficiency of our technical systems continues to be strong, but as sample sizes grow, we are working with the technical team to identify improvements, should these larger sample sizes lead to significant slowdowns in system functioning.

☐ Scope additions

o Knowing that it is almost certain there will be a third wave of data collection, and having a new Wave 3 timeline for planning purposes, are hugely helpful. The next challenge will be gaining specification and approval of scope so that we can create a formal budget and proposal and have that in place to start the work. We will need approval of funding by January 2020, but our staff planning is at least six months ahead, so if in October 2019 it looks like Wave 3 will not start up again April 2020, we would need to look at what other projects staff should be assigned to instead. Additional considerations -

☐ Enclave: if it does not look like funding will come through in October 2019 and be available January 2020, we will need to start the planning for decommissioning the Enclave no later than January 2020.

☐ Second, there are many data use agreements with a destruction date of November 2019. It would be nice to be able to extend these past June 2020 if possible.

o There are a few cost estimates for new scope that have yet to be made (Table 5 above). As decisions are made, we will work with the research team to schedule and implement this work.

o We have started to receive some information on additional public use data releases, including release to the NIH National Data Archive. Several unknowns need to be clarified before we can finalize our scope and cost estimates, and determine what staffing will be needed for this work.

Cost
Apr 05, 2019

Total Cost to Date (Direct + Indirect):	11,250,082.89
Estimated Cost at Completion (E$AC):	12,781,869.00
Total Budget:	12,834,699.00
Variance (Budget minus E$AC):	52,830.00

| | *Reason For Variance:* | We are currently projecting an overall project surplus of $52,830, a change of $67,277 from last month's report. The savings result from continued efficiencies and refinements in projections now that we have a clear idea of the remainder of Wave 2 scope, for example, we removed projected costs for an interviewer training that we know will not be needed. In addition, with only 3 months of interviewing remaining, we felt comfortable projecting a less conservative number of interviewer hours (i.e. we are now projecting fewer hours) needed to complete Wave 2. |

Projections
Apr 05, 2019

Dollars Projected For Month:	311,517.28
Actual Dollars Used:	310,889.21
Variance (Projected minus Actual):	628.07
Reason For Variance:	Last month´s projections matched up pretty well with our actual expenses.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:			
Current actual:			
Estimate at Complete:			
Variance:			

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)

Project Name	Baby's First Years (BFY)
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects

Project Status Current

Budget	*Direct Budget:*	3,786,038.00	*InDirect Budget:*	1,742,658.00	*Total Budget:* 5,528,696.00

Principal Investigator/Client	Dr. Greg Duncan (University of California - Irvine) Dr. Kimberly Noble (Teachers College Columbia University) Dr. Katherine Magnuson (University of Wisconsin)
Funding Agency	National Institute of Child Health and Human Development (NICHD)
IRB	*HUM#:* HUM00137963 *Period Of Approval:*

Project Team

Project Lead:	Piotr Dworak
Budget Analyst:	Janelle P Cramer
Production Manager:	Barbara Aghababian-Homburg
Senior Project Advisor:	Stephanie A Chardoul
Production Manager:	Margaret Lavanger
Production Manager:	Anthony Romanowski

Proposal #:   no data

Description: 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.

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.

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).

SRO will be responsible for four interactions with the selected mothers/infants:
•   Baseline will occur immediately (within 24-48 hours) after birth, in the hospital;
•   Wave 1 will be a telephone interview with the mother when the child is 12 months old;
•   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;
•   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.

Each data collection phase/wave will be a full 12 months, with Baseline starting in April 2018:

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

SRO Project Period	10/2017 - 12/2020
Data Col Period	04/2018 - 12/2020
Security Plan	NA

Milestone Dates			
PreProduction Start:	10/01/2017	*Pretest Start:*	
Pretest End:		*Recruitment Start:*	01/01/2018
Staffing Completed:	02/07/2018	*GIT Start:*	03/19/2018
SS Train Start:	03/20/2018	*SS Train End:*	03/22/2018
DC Start:	05/07/2018	*DC End:*	05/31/2019

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)

Other Project Names: HHICD Household Income and Childhood Development

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 Apr, 2019 (BFY)   **Project Phase** Implementing

Risk Level   *Some Concerns*

Monthly Update Project updates:
As of 5/6 we need 93 participants to reach the goal of 1,000. We are on-pace with 6 weeks left to go and needing approximately 16 Moms recruited each week to reach the goal.   Age 1 training is scheduled for June 18th (GIT) and June 19 - 23 (SS), followed by on-site training on EEG procedures (including home visits).   Age 1 preparations are on track and risk areas are currently being addressed. Current risk areas include software licensing and data privacy approvals (for EEG and other components) which needs to be approved by CMT and instrument programming which is slightly behind the schedule. We are also finalizing TCCU contract to cover insurance of the EEG equipment.

Data collection / Sample:
Production pace is adjusted to meet 295 completes per site with exception of MN reduced goal of 115. So far, addition of 2 hospitals, increasing shifts, and traveling an extra interviewer has not markedly improved the pace of MN recruitment. NY has the most aggressive goals to meet and other sites are on-pace to meet goals by mid-June (before Age 1 training). We have an option to extend recruitment through end of June and finish up after Age 1 training.

	Goal	Recruited	
Overall	1000	907	+/-
Nebraska	295	287	-8
New York	295	248	-47
Minnesota	115	103	-12
Louisiana	295	269	-26

Staffing:
NE: 2 NH made offers for Age 1 + 2 NH for a total of 4 (1 OS may come back from PSID in the fall)
MN: 1 NH (PM agreed to pick up a few shifts)

NY: 3OS, 1NH
NOLA: 2 NH and 1 OS

Technical system:
No technical issues to report. Age 1 implementation proceeds as planned with a few risk areas mentioned above being managed.

Finances:
Revised budget includes addition of Age 1 supplement funded by Perigee foundation.

Special Issues

Cost
May 31, 2019

Total Cost to Date (Direct + Indirect):	1,594,671.22
Estimated Cost at Completion (E$AC):	6,136,653.94
Total Budget:	5,528,696.00
Variance (Budget minus E$AC):	-8,955.94
Reason For Variance:	New budget with Age 1 supplement is: $6,127,698.00. Variance with the new budget: ($8,955.94)

Projections
May 31, 2019

Dollars Projected For Month:	129,695.34
Actual Dollars Used:	95,751.12
Variance (Projected minus Actual):	33,944.22
Reason For Variance:	Lower HPI (current staff is well-adapted and very efficient). Also, slightly slower start of Age 1 technical implementation. Expect the surplus to be used up in the coming months.

Measures

	Units Complete	RR	HPI
Current Goal:	870	—	7
Goal at Completion:	1000	—	7
Current actual:	828	—	8.3
Estimate at Complete:	1000	—	10
Variance:			

Other Measures

Project Name	Concussion Assessment, Research and Education (CARE) Consortium (C.A.R.E.)
Project Mode	Primary: Telephone Secondary: Mail Total of Modes: 2

Project Type	Sponsored Projects	**Project Status**	Current
Budget	**Direct Budget:** 821,295.00 **InDirect Budget:** 213,538.00	**Total Budget:**	1,034,833.00

Principal Investigator/Client
Dr. Steven Broglio (U of M Kinesiology)
Dr. Michael McCrea (Medical College of Wisconsin)
Dr. Thomas McAllister (Indiana University School of Medicine)

Funding Agency

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

Project Team
Project Lead:	Donnalee Ann Grey-Farquharson
Budget Analyst:	William Lokers
Production Manager:	Kathleen S Ladronka
Senior Project Advisor:	Barbara Lohr Ward
Production Manager:	
Production Manager:	

Proposal #:   no data

Description: This budget assumes an overall SRO involvement period of 24 months commencing in January 2019 with data collection taking place during a 20-month period, beginning April 2019. The total cost for this work is estimated at $1,034,833 ($821,295 direct, $213,538 indirect), budgeted at the NCAA's published indirect cost recovery rate of 26%.

SRO will provide consultation, respondent location activities and data collection for the NCAA-DoD Grand Alliance (Cumulative and persistent effects of concussion and repetitive head impact exposure: An intermediate follow-up study of US Military Service Academy members and NCAA student-athletes in the CARE Consortium) project. Specifically, SRO will provide consultation on respondent locating and panel maintenance procedures and instruments, locate and contact respondents by mail and phone to prompt them to access the online data collection questionnaire, and conduct telephone interviews with participants who fail to respond to invitations to complete follow-up interviews on the web.

The estimate assumes that approximately 7,500 (approximately 5,000 in the first year and 2,500 in the second year of the project) respondents are included in the initial outreach/email request to complete the online instrument by your research team, and that approximately 20% comply. The remaining 6,000 respondents will be followed up by SRO with locating, further contacts and prompting to complete the web survey. Finally, we anticipate direct outreach by telephone interviewers with access to the online application. All respondent incentives will be paid by the research staff.

SRO Project Period	12/2018 - 09/2020
Data Col Period	02/2019 - 06/2020
Security Plan	NA

Milestone Dates

PreProduction Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Completed:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start:		*DC End:*	

Other Project Team Members: Donnalee Grey-Farquharson, Kathy LaDronka, William Lokers, Parina Kamdar

Other Project Names:

Sample Mgmt Sys	Other (QuesGen)
Data Col Tool	Other (QuesGen)
Hardware	Laptop
DE Software	External vendor (QuesGen)
QC Recording Tool	N/A
Incentive	Yes, Other (Managed by Consortium)
Administration	SRO Group
Payment Type	N/A
Payment Method	N/A

Report Period	Apr, 2019 (C.A.R.E.)	**Project Phase**	Planning

Risk Level   *Not Rated*

Monthly Update

04/2019
UM IRB approval has been received and the study is now under review with HRPO. Expecting delivery from QuesGen of an initial/rudimentary management system for testing on May 7th.

03/2019
IRB approval has not been received so production will be further delayed. In the meantime, quotes have been received from both Melissa and Accurint and a decision will be made soon about which of these vendor to use for batch update. SRO is working with The CARE programmer to spec the management system.

02/2019
The CARE team has been selected and Project Review/Kickoff was held 2/15/2019. Several concerns were presented including working with systems that are completely external to SRO and out of our control.

SRO has delivered specifications for the Interviewer administered questionnaire to the CARE staff but it has not been programmed as yet. Specifications for reports have also been delivered to CARE but reports also have not been programmed as yet. In addition, the project is still waiting for IRB approval. As a result of these issues, interviewer training will be delayed from mid-late April to mid-late June at the earliest.

Special Issues

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	52,994.44
Estimated Cost at Completion (E$AC):	911,301.71
Total Budget:	1,034,833.00
Variance (Budget minus E$AC):	123,531.29
Reason For Variance:	01/2019 Programming and data management work that was budgeted is no longer a part of SRO's scope.

Projections
Mar 31, 2019

Dollars Projected For Month:	23,222.79
Actual Dollars Used:	9,771.57
Variance (Projected minus Actual):	13,451.22
Reason For Variance:	03/2019 Projections to be updated/moved forward to reflect start production start date
	02/2019 Production and some associated activities delayed. Projections have been adjusted moving forward.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:			
Current actual:			
Estimate at Complete:			
Variance:			

Other Measures

Project Name	Emergency Department Study to Assess Risk of Suicide - Continuation Project (ED-Stars Continuation)
Project Mode	Primary: Telephone Total of Modes: 1
Project Type	Sponsored Projects **Project Status** Current

Budget   ***Direct Budget:*** 341,436.00   ***InDirect Budget:*** 187,848.00   ***Total Budget:*** 529,284.00

Principal Investigator/Client
Cheryl King, Ph.D., ABPP (University of Michigan)
Jacqueline Grupp-Phelan, M.D., MPH (Children's Hospital Medical Center, |
David A. Brent, M.D. (University of Pittsburgh Medical Center)

Funding Agency National Institute of Mental Health (NIMH)

IRB   ***HUM#:***   HUM00134293   ***Period Of Approval:***   7/31/2017-7/30/2018

Project Team
Project Lead:	Esther H Ullman
Budget Analyst:	Janelle P Cramer
Production Manager:	Lisa J Carn
Senior Project Advisor:	Kirsten Haakan Alcser
Production Manager:	Maureen Joan O'Brien
Production Manager:	Maryam N Buageila

Proposal #: no data

Description: The study looks at suicide warning signs for the 24 hour period prior to a suicide attempt among adolescents in the United States. The main aim of this study is to gain a better understanding of which adolescents are at imminent risk and when they are at imminent risk for attempting suicide. Warning signs for suicide attempts are determined by examining differences between adolescent cases (suicide attempters) and controls (non-attempters) in emotions, thoughts, behaviors, and life events during the 24-hour period prior to suicide attempts, and by determining which 24-hour warning signs are commonly associated with suicide attempts for subgroups of adolescents. Approximately 1800 of ED STARS Study 2 sample age 12-18 are expected to participate in the ED-Stars Continuation; their parents will also be consented for the project. Ubitrix, an outside software organization under contract, sends text messages to selected respondents every two weeks, for eighteen months, asking mental health questions including if they have attempted suicide in the last two weeks. When a respondent endorses suicide items, SRO is alerted and completes a phone questionnaire with the respondent. SRO attempts to reach these "safety" cases within 24 hours. There are three controls selected for each case by PECARN. The instrument used is the Warning Signs for Suicide Attempt-Adolescent (WSSA-A). All Respondents who endorse items of suicide either by text or by phone interview are transferred to Boys Town National Suicide Hotline at the completion of the phone interview.

SRO Project Period	01/2018 - 12/2020
Data Col Period	01/2019 - 09/2019
Security Plan	NA

Milestone Dates

PreProduction Start:	10/15/2017	***Pretest Start:***	
Pretest End:		***Recruitment Start:***	11/01/2017
Staffing Completed:		***GIT Start:***	
SS Train Start:	01/22/2018	***SS Train End:***	01/23/2018
DC Start:	01/24/2018	***DC End:***	09/30/2019

Other Project Team Members:

Other Project Names: Continuation, Warning Signs, ED-Stars Continuation,

Sample Mgmt Sys	SMS
Data Col Tool	Blaise 4.8
Hardware	Desktop
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, Other (Amazon gift card)
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Apr, 2019 (ED-Stars Continuation)	**Project Phase**	Implementing

Risk Level   *Not Rated*

Monthly Update

Currently 111 Case interviews and 254 Control interviews have been completed, for a total of 365 completed interviews. We have been delivered 125 unique cases (first attempters) and have completed 90. Overall RR is 81% for closed cases. Controls continue to have a higher RR than Cases (85% for Controls and 74% for Cases). We are not sure of the reason, but it seems that Cases are more difficult to reach possibly due to current stressors in their lives. 1092 Study 2 respondents agreed to participate out of 1321, for an overall consent rate of 82% (both parents + teen). 139 sample lines were determined ineligible due to no cell phone access which makes them unable to participate in the txt survey from Ubitrix. ED-Stars Study 2 ended February, 2019, so we are no longer consenting new sample for Warning Signs.   We had been steadily receiving 12 controls delivered per week, except for the week of 3/10 due to not having enough controls to deliver, but we were informed by DCC on Friday, April 5th that they had caught up with the backlog of controls and would now only send up to 5 new controls per week.   Additionally, we have been receiving less new cases each week since less have been attempting suicide. As a result, sample delivery has greatly reduced. We are considering the effect of this on production, scheduling, and budget. We continue to await confirmation from the PI team if the ratio of controls:cases will be reduced from 3:1 to 2:1. The 4 new interviewers and the post-doc continue to be integrated into the project. We are awaiting word from the PI's to know if they are ready to take on more than 1-2 interviews per week. Iwer practice sessions are continuing with one of the UM Researchers, and the SSL PM is disseminating information gleaned from these practice sessions to all Iwers. Phase 1 Iwers meet with the PI for 2 hours and Phase 2 interviewers meet with her for 1 hour following.   QC staff is attending the feedback sessions.   The PI has produced additional funds which will keep us in production until January 2020. The PI hopes to continue longer, but the budget is now as lean as it can go without reducing expensive Iwer time or reducing feedback sessions. We will continue to review and evaluate this on a monthly basis.

Special Issues

Cost
Apr 30, 2019

Total Cost to Date (Direct + Indirect):	428,971.40
Estimated Cost at Completion (E$AC):	635,280.49
Total Budget:	529,284.00
Variance (Budget minus E$AC):	4,600.51
Reason For Variance:	Total budget dollars is $640,421.00. It was $531,221.00, but the PI increased funds by 70k direct so that we could continue data collection. The reason for variance is increased costs due to increase in programming needs for instrument changes, increase in management time due to extensive time and resources to prepare and implement Iwer training sessions with PI's.

Projections
Apr 30, 2019

Dollars Projected For Month:	25,727.50
Actual Dollars Used:	31,717.52
Variance (Projected minus Actual):	-5,990.02
Reason For Variance:	Variance is due to high training and production costs. During previous months, costs had been spread across 2 projects and now all costs are charged to Warning Signs only as ED-Stars is over. We expect costs to even out as new iwers become more efficient and are able to focus on production more.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	1800		
Current actual:	365	82	2.75
Estimate at Complete:			
Variance:			

Other Measures

Project Name	Environmental Influences on Child Health Outcomes (ECHO)
Project Mode	Primary: Face to Face Secondary: Telephone Total of Modes: 2
Project Type	Sponsored Projects **Project Status** Current
Budget	**Direct Budget:** 294,340.00 **InDirect Budget:** 164,829.00 **Total Budget:** 459,169.00
Principal Investigator/Client	Nigel Paneth (Michigan State University) Michael Elliot (University of Michigan)
Funding Agency	NIH

IRB   **HUM#:**   HUM00139050   **Period Of Approval:**   12/6/2017-12/5/2018

Project Team

Project Lead:	Terri Ann Ridenour
Budget Analyst:	William Lokers
Production Manager:	_UnAssigned
Senior Project Advisor:	Evanthia Leissou
Production Manager:	Iam Ogden
Production Manager:	Sharon K Parker

Proposal #:   no data

Description:

The goal of ECHO is to understand pressing childhood health concerns such as autism spectrum disorders, low birth weight and childhood obesity. The project will collect survey data and a series of bio-specimens in order to assess the effects of persistent organic pollutants and heavy metals, the maternal nutritional or weight status in pregnancy, and pregnancy infection and inflammation on the health of children.

The project will include three sample cohorts; two cohorts from previous, ongoing data collection efforts as well as new sample. The existing sample cohorts include mothers and children recruited in 2011 or later for the Archive for Research in Child Health (ARCH) study in the Lansing area, and the Michigan Maternal-Infant Pair Study (MMIP) in the Ann Arbor area. The newly recruited sample cohort, MARCH (Michigan Archive for Research in Child Health), will consist of 1,100 pregnant women from 21 clinics associated with 11 hospitals in Michigan; a statewide probability sample of 1,000 women from 20 clinics in Detroit, Saginaw, Traverse City, Grand Rapids, and Sturgis, and 100 women from one clinic in Flint.

SRO's work scope is divided into two phases. During Phase 1, SRO will provide assistance with prenatal questionnaire development, and design technical systems for MARCH cohort recruitment to be conducted by Michigan State University recruiters. During Phase 2, SRO will develop systems and conduct data collection for MARCH, ARCH and MMIP samples, and perform data management and harmonization of MARCH, ARCH, and MMIPS data.

For the MARCH sample, expectant mothers will be recruited during their initial visit to a healthcare provider, and asked to complete an interview about nutrition, levels of physical activity, use of healthcare services, physical and mental health, prescription medications and other substance use. In addition, women will be asked to give blood samples in the first and second trimesters and urine samples in all three trimesters.

The sample recruitment and administration of prenatal interviews will be done by MSU interviewers using SRO's technical systems and laptops. SRO will program all questionnaires to be administered in the study, the sample management system(s), and the system to keep track of the collection and storage of blood and urine samples. When babies are born, the research team will obtain hospital birth records for the mother and child, and a placenta sample. The first MARCH babies are expected to be born in late Fall, 2017.

SRO's involvement in data collection will start after the MARCH babies are born. The first interview with the mother will be done when the baby is 3 months old. Mothers will be interviewed again when the children are 12 months old and yearly after that until the child is 6 years old. When the children are 3 months old, mothers will provide fecal samples, and at age 4 they will provide shed teeth. Children from all three cohorts will be assessed using standardized developmental assessments at age 2, 4, and 6 years old. The assessments will be done during in-home visits. SRO will start interviews and assessments of children from the ARCH and MMIP cohorts in 2018.

SRO Project Period	01/2017 - 12/2020
Data Col Period	05/2018 - 12/2020
Security Plan	NA
Milestone Dates	

PreProduction Start:		**Pretest Start:**	
Pretest End:		**Recruitment Start:**	
Staffing Completed:		**GIT Start:**	
SS Train Start:		**SS Train End:**	
DC Start:		**DC End:**	

Other Project Team Members:	Ian Ogden: Project Manager
	Parina Kamdar: Financial Analyst
	Gregg Peterson: Senior Technical Advisor
	Jeff Smith: Technical Lead
	Brad Goodwin: Data Manager
	Jeff Smith: Systems Programmer
	Ashwin Dey: Systems Programmer
	Hueichun Peng: CAI Programmer-Illume
	Jim Hagerman: CAI Programmer-Blaise
	Deb Wilson: Help Desk
Other Project Names:	
Sample Mgmt Sys	SurveyTrak; Illume
Data Col Tool	Blaise 4.8; Illume
Hardware	Laptop; Tablet; [UM cell] Phone; Paper and Pencil
DE Software	N/A
QC Recording Tool	Camtasia
Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, post ($100)
Payment Method	Check through STrak RPay System

- -

Report Period	Apr, 2019 (ECHO)	**Project Phase**	Implementing
Risk Level	*Some Concerns*		

Monthly Update

[Phase 1: Recruitment]

MARCH sample recruitment continues in Ann Arbor, Canton, Detroit and Traverse City. The next hospitals to come onboard are in Saginaw, Dearborn, Grand Rapids and Port Huron. No dates yet have been set for recruitment in these hospitals. To date 614 women have been recruited.

[Phase 2: 3-Month Data Collection]
   Babies born: 389
   3-month sample released: 290
   3-Month Interviews Completed: 166
   Production HPI: 3.16
   Average Attempts / Iw: 7.62
   Iw length: 32.71
   Iw Rate: 78%

Special Issues

NIH will provide ECHO centers with all licenses required for neuro-developmental assessments in age 2 and 4 protocols and with data collection questionnaires programmed in REDCap. In addition, the PIs decided to take over data collection for the ARCH cohort, and telephone interviews for the MARCH cohort (ages 3 and 5). Funding for MMIP was not approved in Year 3 and beyond. The only data collections that SRO will be responsible for in project years 3-7 are 3 month telephone and age 4 in-person interviews. The decision was based on reduced NIH funds.

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	246,858.00
Estimated Cost at Completion (E$AC):	458,403.00
Total Budget:	459,169.00
Variance (Budget minus E$AC):	766.45

Reason For Variance:	-Year 2 ended with significant underrun ($449,058.25) due to reduction in workscope for SRO. -Years 3-7 budgets had reduced effort for project and data management. Within the first 3 months of Year 3, it was obvious that we needed additional funds to carry out the workscope that the study office was requesting from SRO. We communicated the need to the UM PI (Mike Elliot) and subsequently to the study office. -In February, a budget was submitted to the study office to cover the overrun projected. This budget includes estimates for SRO staff to edit the Computer Assisted Interviewing (CAI) Programming (Illume) prenatal surveys and sample management system in order to continue recruiting participants for the MARCH cohort. -On April 24, MSU asked us to provide an updated budget and justification for the carryforward funds. We are planning to meet to discuss next steps once April business closes. As soon as MSU gets the updated request from SRO, they will move it forward to their awards section to process.

Projections
Mar 31, 2019

Dollars Projected For Month:	59,387.89
Actual Dollars Used:	43,884.00
Variance (Projected minus Actual):	15,503.89
Reason For Variance:	

Measures

	Units Complete	RR	HPI	
Current Goal:	See Monthly Updates			
Goal at Completion:				
Current actual:				
Estimate at Complete:				
Variance:				

Other Measures

Project Name	Every Dollar Counts Program Evaluation (EDCPE)
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects

			Project Status	Current

Budget	***Direct Budget:***	1,510,629.00	***InDirect Budget:***	453,189.00	***Total Budget:***	1,963,818.00

Principal Investigator/Client
Y Combinator Research
Dr. Elizabeth Rhodes (Y Combinator Research)
Mr. Alex Nawar (Y Combinator Research)

Funding Agency

IRB	***HUM#:***	HUM00145626	***Period Of Approval:***
Project Team	***Project Lead:***	Karin Schneider	
	Budget Analyst:		
	Production Manager:	Barbara Aghababian-Homburg	
	Senior Project Advisor:	Kirsten Haakan Alcser	
	Production Manager:	Donnalee Ann Grey-Farquharson	
	Production Manager:	Carl S Remmert	

Proposal #:   no data

Description: Y Combinator Research (YCR) and affiliated researchers at Stanford University are undertaking this randomized controlled trial as an exploration of an alternative to the traditional social safety net. Basic income is a method of redistributing resources to address economic insecurity. This study will examine individual-level effects of the receipt of monthly unconditional payments.

The budget assumes an overall SRO involvement period of 22 months commencing in April 2018 with the main data collection taking place during a 9-month period, beginning March 2019. A single-county pilot of 80 cases is expected to take place over a two-month period in the late summer of 2018.

YCR is expected to select counties in two states and census tracts within counties to be included in the study, and sample addresses within these tracts. YCR will then send outreach/enrollment packets to the addresses requesting that households respond online (web-based form) and complete the study screener. After screening, YCR will select approximately 3,500 households that are eligible to be enrolled in the main study by in-person visits. SRO will approach these 3,500 households and conduct the baseline data collection with approximately 3,000 individuals. Following the baseline data collection, YCR will randomize the participants to the treatment and control groups and continue monthly payments and further contacts.

Prior to the main data collection, YCR will implement address selection and outreach within Alameda County and SRO will conduct an 80-case pilot data collection with in-person enrollment interviews. In the pilot, YCR will implement an experimental protocol to test recruitment methods that result in higher response and take-up rates.

Sampling:
•   YCR is responsible for sample selection and for providing SRO with selected respondent contact information for both the pilot and main data collection.

Questionnaire Development:
•   YCR will provide SRO with finalized questionnaires to be used for the pilot and baseline enrollment, with approximately 80% overlap between the two instruments.
•   The questionnaire will collect demographic information, baseline measures of outcome variables (e.g., subjective wellbeing, financial health, employment, income, self-rated health and healthcare utilization, housing stability, food security, material hardship, etc.) and control variables (e.g., educational attainment).
•   SRO will provide Spanish translation of the pilot and baseline enrollment instruments.

Computer Assisted Interviewing (CAI) Programming:
•   SRO will program and test the 45-minute pilot and baseline instruments in both English and Spanish.

Sample Control Systems:
•   SRO will customize our sample management system to control all screened sample provided by YRC, and track all appointments, progress, and outcomes at each sampled address for both the pilot and main data collection.

Training:
•   SRO will hire and train approximately 28 total interviewers (including three interviewers to conduct the pilot) data collection. Separate trainings will be held in each state for the main study and one training will be held for the pilot.
•   SRO will develop all study-specific interviewer training materials in consultation with YCR.

- Interviewers new to SRO (approximately 23) will receive approximately two days of training on general interviewing techniques. The entire interviewing staff will then receive approximately two additional days of training on study-specific protocols.
- Approximately 30% of the field staff will be bilingual.

Data Collection:
- For the main data collection, SRO will visit approximately 3,500 addresses of screened households up to three times to confirm participation and conduct the baseline data collection with 3,000 participants
- o Two regions included: 1500 participants in Michigan, 1500 in California
- o Multi-county area in Michigan (assumed to include Wayne, Oakland, Macomb and Genesee counties) and a multi-county area in California (potentially, Sacramento, San Joaquin, Stanislaus, and Merced counties)

- o At each eligible household, SRO will:
- □ Confirm participation consent
- □ Request authorization to access participants' records in administrative data, and contact information for friends and family to help locate the participant if we cannot reach them
- □ Request participants complete a W-9
- □ Determine if the participant has consistent internet access, a smartphone with text capability (confirm number by sending a test text), and an e-mail address
- □ Provide individuals with a basic smartphone if they do not have consistent internet access (hardware costs are not included in the SRO budget) and data plan (costs are not included in the SRO budget) for the duration of the study (determination that the participant has an alternative and no longer wishes to use the phone provided by the study after this point of contact will be the responsibility of YCR)
- □ Give participant a pre-loaded bank/debit card with $50 and help them register the card online
- □ Administer baseline survey, programmed by SRO, of approximately 45 minutes in length (in total, we have estimated a two-hour in-home interaction with the participant)
- □ Administer consent and collect the following physical measurements:
- □ Blood pressure
- □ Height and weight

- We assume these procedures will be implemented in the single-county pilot, where SRO interviewers will visit households pre-selected by YCR.
- All participant incentive payments are the responsibility of YCR.
Post Collection Processing:
- SRO will conduct standard data cleaning for the survey datasets administered by SRO interviewers.
- We have not budgeted for coding any open-ended.

Weighting and Estimating:
- SRO will develop survey weights for analysis.

Deliverables:
- SRO will provide daily progress reports on baseline data collection to YCR as well as:
- o A summary of field methods at the end of the baseline data collection
- o A full dataset with all participant contact information for further follow up halfway through the data collection phase, and again at the close of the baseline phase,
The SRO budget does not include:
- Administrative data collection
- Collection of expenditure data from financial institutions

SRO Project Period	04/2018 - 02/2020
Data Col Period	03/2019 - 11/2019
Security Plan	NA
Milestone Dates	

PreProduction Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Completed:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start:		*DC End:*	

Other Project Team Members:	Kirsten Alscer (SPA), Karin Schneider (Project Lead) , Donnalee Grey-Farquharson (Project Manager) Marsha Skoman (Tech Lead), Jeff Smith (Tech Lead backup), Jim Hagerman (Blaise Programmer), Holly Ackerman (Webtrak Programmer), Chris Greene (Data Manager), Barb Homburg (Production manager), Carlos Macuada (Production Manager)

Other Project Names:	EDC Program Evaluation
	YCombinator Research Basic Income Study
Sample Mgmt Sys	Making Ends Meet / SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Laptop
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

- -

Report Period	Apr, 2019 (EDCPE)	**Project Phase**	Implementing

Risk Level   *Not Rated*

Monthly Update

04/2019
SRO has a 90% confirmation from CARE Staff that we can train/start production around the end of September, 2019. Due to UM football schedule (home games) SRO has informed CARE staff that we may have to be flexible and consider early October as well based on availability of hotel space. DCS is in the process of a securing training facility but to date nothing has been confirmed as available within a 30 mile radius of UM - still waiting o hear from a few hotels.

The delay, among other factors, has severely affected the budget. More than expected changes in the questionnaire, changes in protocol, rehiring Iwers (due to the delay) and increased management hours due to the delay, are some of the other factors. The role of the community partners as it relates to our relationship/interaction is not clear and we are not sure if that will have any impact on the budget. The client was aware of some of the added costs and in early May, SRO will be provide them with more recent updated projections, based on current information and assumptions.

03/2019
Training date of July to be confirmed by April 1st by client. Currently continuing work is being done on Blaise instrument.

02/2019
SRO has received some instrument edits from MEM staff and have started to edit the spec document. Training is being further delayed and the earliest we will train is mid-late July. MEM staff has promised to have final selection of Census tracts to SRO by April 5th, 2019.

01/2019
Final survey edits from study staff promised by Feb 1st. Full modules will NOT be cut but groups of questions are going to be cut. Cog iws wlll be shorter. Risk pref questions -- these may shift to the data cubed app (most likely going with this). YCR would like to move in the consent to Admin Data - if R has said Yes to this, they will be OKAY to skip the Expenditures/Consumption section.   We are assuming we are able to implement this. Actual census tracts -- coming soon, we will take this into account in cost modeling.

Loaner phones -- will be assessing in online screening. If less than 3%, will NOT do loaner phones. SO WILL NOT KNOW THIS UNTIL CLOSE TO TRAINING. What will be that impact?

PLAID -- still progressing on this. Still piloting this and will continue to before enrollments begin.

 No April training. Will know in a week or two about how much of a further delay there will. Late July or later is the most likely. There may be cost impacts on this decision. This is a shift back of the field period. They would still want the same length of field period. But would like the end of field period to be before the beginning of a quarter. SRO will still continue on schedule to get everything ready and will get back to YCR about costs.

12/2018
Pilot data collection complete. Data has been delivered. Interviewer materials are being returned. The Study Team has informed SRO that there will be at least a one month delay to the main launch while they ensure that payments to respondents will not affect their (respondents) social benefits. There are changes to payment methods which will need to be programmed in Strak. Changes to questionnaire will not be decided until late January so Blaise spec'ing and programming will be delayed from scheduled dates. However, Study Staff has said that they expect deletions and no additions to the instruments.

11/2018

Pilot Data collection is almost complete, we have a few English speaking cases scheduled for late November after Thanksgiving but data collection will wrap up soon after. To date there have been no Spanish cases although we have one scheduled for Dec 1st. YCR will try to find some Spanish speakers to complete the survey for informational purposes only, no Raven's, Arrow Flanker, or Hearts and Flowers will be completed - the data will not be saved and the participants will receive a one time payment.

Raw survey data was delivered - the data will be cleaned and redelivered in early December.

On-staffers have been hired for 2019 production and posting for new hires will be placed in early January 2019.

10/2018

86/150 cases have been successfully screened. Of those, 49 Interviews have been completed, 20 have appts. one was a no show, 6 are resistant, and we are still to schedule 10 Iws.

A fair number of interviews are being done at the YCR office - we will not have this luxury for the main production since these will be in Texas and Illinois.

09/2018

MEM Training was held 9/18-9/21, was attended by 5 Iwers and 5 YCR Team Members and was successful. Originally scheduled intended to be 3 days, the 4th day was needed. IRB ammendments for Main Research Consent was submitted and approved. Ammendments were subsequently submitted for email text, text message text, Physical measures, and Blood pressure card.

07/2018

MEM received IRB approval with contingencies. Some of the contingencies included verbage in the consent forms. Blaise programming is going well as is STRak. STrak programmer is working on implementing SSN collection while keeping it separate from other Respondent PII. Planning has begun for developing training materials.

06/2018

IRB did a full review and has asked for amendments - mostly centered around cell phone use and user agreement and debit card payments. PIs/Study staff have been working well with SRO to write documentation for IRB.

Blaise and STrak screener have been programmed, CTT has been set up and the screener instrument is being tested by the SRO team. Main Strak, Blaise and Webtrak are being spec'd.

Interviewer training is being pushed back about 5 weeks to 17th (GIT), 18th, 19th, 20th (Study Specific days). This is both due to receiving specs later than scheduled from the PIs as well as by PI request to delay a further week so they can be present.

PIs will decide on the locations for the main study by the end of July.

05/2018

Project Review and Kickoff meeting was held on 05/18/2018. Since then the IRB for the pilot study will be housed at University of Michigan (instead of Stanford) but there is still uncertainty as to where the IRB for the main study will be housed. Shortcodes and authcodes have been created and distributed - however, timesheets were already completed and reversals will be done to correct fo MEM work completed in May - MPR will be updated to reflect this.

There is a concern for the length of the instrument - it is currently about 2 hours long and should be reduced to 45 minutes as budgeted. The MEM study staff has missed the initial deadline for delivering a reduced version which has implications for the pilot timeline since the instrument cannot be spec'd properly until we have the final version. There are a few things to be discussed with Study Staff:
- survey length; can they confirm portions that will definitely stay in that we can start spec'ing/programming
- Will we be required to collect SSN
- Delivery/schedule for test and pilot sample
- Plan for giving phones to R; David Bolt (help desk) will join the call to discuss pros/cons of SRO procuring the phones - which is
  preferable since our Iwers will be distributing to R's
- Will R preferred language be a part of the preload
A detailed schedule will be created and will reflect any known delays.

Blaise and STrak speccing will start early June.

Special Issues

Final Survey version should have been received May 25, not received from Study Staff. Currently 2 hours and should be reduced to 45 minutes. Also has implications for pilot timeline.

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	424,074.05
Estimated Cost at Completion (E$AC):	2,101,818.99
Total Budget:	1,963,818.00
Variance (Budget minus E$AC):	-138,000.99
Reason For Variance:	

01/2019
Production delay has negative impact on cost. management hours have greatly increased.
11/2018
The Pilot revealed - HPI higher than predicted, increased training length for main.
09/2018
Training was longer than budgeted, Interview longer than proposed
08/2018
Clients have made some requests that are not a part of the original proposal - we have projected this so we can have an accurate reflection of cost when we talk to the PIs.
07/2018
Not all costs have been fully projected at this time.
06/2018
Account and shortcodes were not set up in time for May payroll. May charges will be reflected in the June payroll.

Projections
Mar 31, 2019

Dollars Projected For Month:	8,596.52
Actual Dollars Used:	13,052.53
Variance (Projected minus Actual):	4,456.01
Reason For Variance:	

1/2019
Work delays not fully adjusted for.

12/2018
Hosting charges still have not hit. Work delayed because we did not receive questionnaire spec changes and also because of non-decision on production dates.
11/2018
Some hosting/hotel charges did not hit in November so these projections have been moved to December
10/2018
Less interviews than projected in October

09/2018
Travel and hotel costs have not yet hit the budget - will move those projections to October
07/2018
Training was delayed, these costs should hit in September
06/2018
Projections will be updated.

Measures

	Units Complete	RR	HPI	
Current Goal:				
Goal at Completion:				
Current actual:				
Estimate at Complete:				
Variance:				

Other Measures

Project Name	Health and Retirement Study 2018 (HRS 2018)
Project Mode	Primary: Mixed Secondary: Web Total of Modes: 3

Project Type	Sponsored Projects		**Project Status**	Current

Budget	*Direct Budget:*	0.00	*InDirect Budget:*	0.00	*Total Budget:*	16,916,872.00

Principal Investigator/Client	David Weir (ISR-SRC)

Funding Agency

IRB	*HUM#:*	HUM00061128	*Period Of Approval:*	
Project Team	*Project Lead:*	Nicole G Kirgis		
	Budget Analyst:	Richard Warren Krause		
	Production Manager:	Stephanie Sullivan		
	Senior Project Advisor:	Mary P Maher		
	Production Manager:	Rebecca Gatward		
	Production Manager:	Jennifer C Arrieta		

Proposal #:	no data

Description:	The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of people aged 50 years and older in the U.S.. Every six years (three waves) a new cohort of people aged 50 to 55 are screened in to the study to maintain representativeness. 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. A self-administered "leave behind" paper questionnaire is given to respondents interviewed in person.

SRO Project Period	01/2018 - 06/2018
Data Col Period	04/2018 - 04/2019
Security Plan	NA
Milestone Dates	

PreProduction Start: 01/01/2018	*Pretest Start:* 02/02/2018
Pretest End: 02/10/2018	*Recruitment Start:*
Staffing Completed:	*GIT Start:* 04/07/2018
SS Train Start: 04/09/2018	*SS Train End:* 04/14/2018
DC Start: 04/19/2018	*DC End:* 06/01/2019

Other Project Team Members:	Sharon Parker (Production Management Coordinator), Andrea Sims (Production Manager), Derek Dubuque (Production Manager), Russ Stark (SSL Production Manager), Tony Romanoski (Respondent Contact Coordinator), Dan Tomlin (Project Manager), Lisa deRamos (Project Manager), Daniah Buageila (Lead Project Assistant), Janet McBride (Project Assistant), Anna Fuqua-Smith (Project Assistant), Jeannie Baker (Project Assistant).
Other Project Names:	
Sample Mgmt Sys	SurveyTrak; MSMS
Data Col Tool	Blaise 5; SAQ
Hardware	Laptop; [UM cell] Phone; Paper and Pencil; Other
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, R; Yes, INF
Administration	NA
Payment Type	Check, prepaid (80.00); Cash, post (20.00)
Payment Method	Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox)

Report Period	Apr, 2019 (HRS 2018)	**Project Phase**	Implementing

Risk Level	*Some Concerns*

Monthly Update	The project team has been working on 2018 production monitoring, implementing end game strategies, 2019 EGenX pre-production, and 2020 pre-production. Given the reduction in the number of hours due to other projects in the SSL, we moved the remainder of the cases (n=620) from MSMS to SurveyTrak to be worked by field interviewers. Production is projected to end June 1, 2019.

Special Issues

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	16,955,947.89
Estimated Cost at Completion (E$AC):	18,091,439.68
Total Budget:	16,916,872.00
Variance (Budget minus E$AC):	-1,174,567.67
Reason For Variance:	We estimate approximately 26,000 interviewer hours over the budgeted amount will be required (due to the high HPI) in order to attain the target number of completed interviews. The estimated overrun is $1.2 million.

Projections
Mar 31, 2019

Dollars Projected For Month:	844,363.84
Actual Dollars Used:	812,480.24
Variance (Projected minus Actual):	31,883.60
Reason For Variance:	The under-run in March was mostly attributable to respondent end game tokens lower than estimated. Projections were updated for this line item for the remainder of data collection.

Measures

	Units Complete	RR	HPI
Current Goal:	19,012	77%	9.0
Goal at Completion:	19,012	77%	8.0
Current actual:	17,660*	72%	8.7
Estimate at Complete:	18,001	73%	8.9
Variance:	-1,011	-4%	0.9

Other Measures   *Including web interviews (1,717 completed so far)

Project Name	High Intensity Drinking (HID)
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects

Project Status Current

Budget	*Direct Budget:*	364,732.00	*InDirect Budget:*	204,250.00	*Total Budget:*	568,982.00

Principal Investigator/Client Megan Patrick (Univ of Minnesota)

Funding Agency

IRB	*HUM#:* 00159183	*Period Of Approval:*
Project Team	*Project Lead:* Peter Rakesh Batra	
	Budget Analyst: Parina Kamdar	
	Production Manager:	
	Senior Project Advisor: Kirsten Haakan Alcser	
	Production Manager:	
	Production Manager:	

Proposal #: no data

Description: SRO's work on this project includes administering multiple web surveys to a sample of respondents who participated as 12th graders in Monitoring the Future's Base Year study. Using a starting sample of approximately 2000 respondents from MTF, SRO will administer a data collection "burst" consisting of one 30-minute survey and 14 days of 7-minute surveys every 12 months for 4 years. SRO will conduct all surveys as self-administered web surveys, with no telephone contact to respondents. SRO will coordinate all electronic contact with respondents (email and text message), but will not handle any paper mailings, respondent management or the payment of respondent incentives. SRO's activity will start in February 2019, with the first data collection burst in May 2019, lasting through to the first week of July 2019.. Deliverables include final copies of the questionnaires (including programming source code), clean and documented data sets from each of the data collection bursts, and a methodological report on protocols.

SRO Project Period	03/2019 - 07/2020
Data Col Period	05/2019 - 07/2019
Security Plan	NA
Milestone Dates	

PreProduction Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Completed:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start:		*DC End:*	

Other Project Team Members:	Hueichun Peng, Gary Hein
Other Project Names:	
Sample Mgmt Sys	Web SMS
Data Col Tool	Illume
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, R
Administration	NA
Payment Type	Check, prepaid ($25)
Payment Method	Check through other system (handled by Study Staff)

Report Period	Apr, 2019 (HID)
Project Phase	Implementing
Risk Level	*Not Rated*
Monthly Update	During this month we have continued testing the annual and daily survey instruments along with the Web SMS. We are working quite closely with the MTF project staff and have developed close to 100 various test scenarios. The IRB has also just approved the project and we are on schedule to launch the project in early May. The project staff is handling many of the day-today details--sending PNL's, managing the respondent phone line and email box. SRO is responsible for keeping the systems running and ensuring data quality.

Special Issues

Cost
Apr 11, 2019

Total Cost to Date (Direct + Indirect):	32,809.52
Estimated Cost at Completion (E$AC):	105,725.13
Total Budget:	568,982.00
Variance (Budget minus E$AC):	463,256.87
Reason For Variance:	This is a 4 wave project and we have not yet projected costs for Waves 2-4.

Projections
Apr 11, 2019

Dollars Projected For Month:	0.00
Actual Dollars Used:	0.00
Variance (Projected minus Actual):	0.00
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:			
Current actual:			
Estimate at Complete:			
Variance:			

Other Measures

Project Name	Housing & Children (HCDC, H&C)
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects

Project Status Current

Budget	*Direct Budget:*	9,647,688.00	*InDirect Budget:*	2,195,370.00	*Total Budget:* 11,843,058.00

Principal Investigator/Client

Funding Agency

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

Project Team
Project Lead:	Barbara Lohr Ward
Budget Analyst:	Parina Kamdar
Production Manager:	Veronica Connors-Burge
Senior Project Advisor:	Grant D Benson
Production Manager:	Becky Kay Scherr
Production Manager:	Katherine McFall Blackburn

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 - 09/2018
Security Plan	NA

Milestone Dates

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

Other Project Team Members:

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

---

Report Period	Apr, 2019 (HCDC, H&C)	**Project Phase**	Implementing

Risk Level   *Attention!*

Monthly Update   During April 2019, SRC activities included the following:
Task 1: Management, Budget and Work Plan
% Task Spent to Date
•   Participated in monthly project meeting with research team to discuss scope, cost projections and schedule.
•   Reviewed/monitored project expects. Revised and adjusted monthly projections to incorporate final decisions on project extension and scope for Wave 2.
•   Monitored subcontracts and invoicing instructions.
•   Worked with financial staff at Johns Hopkins to revise contract, manage invoices, and triage issues with late invoice payments.
•   Worked with data management team to review, update and finalize all deliverable files.
•
Task 2: Sampling
% Task Spent to Date
•   Finalized documentation on Pilot and Wave 1 production.

Task 3: Questionnaire Development
% Task Spent to Date
•   Continued assembling data to create the preload data file for Wave 2 questionnaires.
•   Updated self-administered questionnaires.
•   Reviewed supplies inventory for Wave 2. Retrieved expired boxes from long-term storage and sent selected supplies from 2013 (puzzles) to property disposition.

Task 4: CAI Programming
% Task Spent to Date
•   Completed documentation on status of Wave 2 instruments prior to ceasing activity.

Task 5: Systems Programming
% Task Spent to date
•   Made final edits to deliverable data files.

Tasks 6, 7: Interviewer Recruitment & Hiring, Training
% Task Spent to Date

Task 8: Main Data Collection
% Task Spent to Date

Task 9: Post Collection Processing
% Task Spent to Date

Task 10: Weighting
% Task Spent to Date

Task 11: Final Data Deliverables
% Task Spent to Date

Special Issues

NOTE: on 4/24/2019 UM received correspondence from the JHU IRB that depending on the JHU PI's response to IRB concerns (due May 6), the JHU IRB may choose to terminate the project on May 17 when the CR expires. At issue is the PI's response to the issue of not providing Wave 1 families with blood assay results promised in Wave 1.

IN ADDITION, on 4/29/2019 the JHU PI requested another budget update which would push the study from a May 2020 start to a Sept or Nov 2020 start. If approved and implemented, this will have an impact on SRC staffing.

Areas of Concern (changes shown in italics):
Wave 2
•   Unresolved IRB issues related to blood spot collection and analysis will negatively impact the project schedule, and may negatively impact project cost due to the need to add personnel to meet revised deadlines for Wave 2.
•   The PCG questionnaires (in-area and out-of-area) for Wave 2 must be completed by July 30 in order to remain within revised budget and schedule for the Wave 2 launch. Delays will impact staffing levels and IRB schedule for Wave 2, leading to substantially increased costs over what is currently projected.
•   Programming hours for fundamental structural changes to the Wave 2 PCG instrument and the addition of a household screener/exit interview may exceed the budget, which assumed only 25% programming change between Waves.
•   High interviewer attrition at Wave 1 will require either that the project hire more new interviewers at Wave 2 than planned (24 new hires anticipated at Wave 2) or that we plan for a larger number of traveling on-staff interviewers than originally budgeted. The higher number of new hires will require the addition of one team leader to the field management staff; a higher number of traveling interviewers will increase travel costs.
•   A delay in data collection field period will increase fixed costs associated with data collection activities. Delays will also impact hourly rates for all staff including data collection staff, may lead to increased locating costs, and will likely impact the number of new hires needed.

Wave 2 Work Scope Changes:
•   Questionnaire Development – Budgets assumed that final clean copies of all instruments were delivered by early September to allow for review and programming specification delivery. Initial PCG instrument covering single scenario (in-area, fully intact families) delivered 9/30; self-administered questionnaire markups were delivered on October 25; out-of-area PCG instrument markup was delivered November 5.
•   A household screener/exit interview has been developed and will be programmed to facilitate locating children who do not live with the Wave 1 PCG. The instrument will collect contact information for new PCGs.
•   Budgets assumed the self-administered questionnaires (SAQ) would be a total of 8-10 pages in length for both household and child SAQs. Current W2 SAQ specifications have the household length at 21 pages and child length at 8 pages. This will have a negative impact on printing and mailing costs.
•   The start of Wave 2 is being delayed until April/May 2020. This will impact the cost of pre-production, respondent locating, and likely also impact the cost of interviewer hiring and training.

Cost
Apr 18, 2019

Total Cost to Date (Direct + Indirect):	8,863,565.00
Estimated Cost at Completion (E$AC):	11,843,058.00
Total Budget:	11,843,058.00
Variance (Budget minus E$AC):	0.00
Reason For Variance:	Although the scope is changing, we are assuming that the project will be managed to a $0 balance OR that the PI will provide additional funding.

Projections
Apr 18, 2019

Dollars Projected For Month:	159,787.00
Actual Dollars Used:	61,441.00
Variance (Projected minus Actual):	98,346.00
Reason For Variance:	Projections for a project delay were not yet input into the cost reporting system due to the lack of agreement from the research team as to scope going forward. The research team formally endorsed a project delay on March 8 2019, and finally agreed to the scope on April 4, 2019. We did not have projections ready at the time the cost reports were produced. Updated projections for the April 4 scope are now input into the system.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:			
Current actual:			
Estimate at Complete:			
Variance:			

Other Measures

Project Name	HRS Neuroimaging Pilot (HRS-Neuro)
Project Mode	Primary: Telephone Secondary: Face to Face Total of Modes: 2
Project Type	Sponsored Projects **Project Status** Current

Budget	**Direct Budget:** 169,363.00	**InDirect Budget:** 16,936.00	**Total Budget:** 186,299.00

Principal Investigator/Client	Professor Kenneth Langa, MD, Ph.D (UM SRC-HRS) Professor Michael Weiner, MD (University of California, San Francisco) Professor David Weir, Ph.D (UM SRC-HRS)
Funding Agency	Alzheimer's Association
IRB	**HUM#:** HUM00142251 **Period Of Approval:** 04/2018-04/2019

Project Team		
	Project Lead:	Iam Ogden
	Budget Analyst:	Richard Warren Krause
	Production Manager:	Veronica Connors-Burge
	Senior Project Advisor:	Evanthia Leissou
	Production Manager:	
	Production Manager:	

Proposal #:	no data
Description:	This pilot study will invite HRS-HCAP respondents to undergo medical imaging at one of three selected sites within the continental United States. SRO's role in the pilot is to call HRS/HCAP respondents to ask if they are willing to be contacted by an imaging site team in their region. Respondent contact information will be passed to the appropriate site coordinator for eligibility determination, scheduling of the tests, arrangement of transportation, and completion of the scans. SRO will process a token of appreciation for each respondent and monitor production across the three imaging sites.
SRO Project Period	01/2018 - 05/2020
Data Col Period	03/2019 - 04/2020
Security Plan	NA

Milestone Dates

PreProduction Start: 01/15/2018		**Pretest Start:**	
Pretest End:		**Recruitment Start:**	
Staffing Completed:		**GIT Start:**	
SS Train Start: 03/20/2019		**SS Train End:** 03/20/2019	
DC Start: 03/25/2019		**DC End:** 04/30/2020	

Other Project Team Members:	[TSG] Technical Lead: Pamela Swanson [TSG] Programmer: Ashwin Dey [TSG] Data Manager: Qi Zhu [TSG] Blaise Programmer: Jim Hagerman [DCO] Production Manager: Veronica Connors-Burge [DCO] Field TL: 1 [DCO] Field Interviewers: (n=4, one of whom will be bilingual)
Other Project Names:	HRS Neuroimaging Study HCAP Neuroimaging Pilot HRS NPS
Sample Mgmt Sys	SurveyTrak; Project specific system (Web Logging for Site Sample Management)
Data Col Tool	Blaise 4.8
Hardware	Laptop; Other (Optional Laptop for External Site Teams)
DE Software	Other (Web Logging for Site Data-Entry); N/A
QC Recording Tool	NA
Incentive	Yes, R; Yes, Other (Travel Expenses (processed and issued by imaging sites))
Administration	SRO Group; Other (Imaging Site Teams (travel expenses only))
Payment Type	Check, post ($200.00)
Payment Method	Check through STrak RPay System

Report Period	Apr, 2019 (HRS-Neuro)	**Project Phase**	Implementing
Risk Level	*On Track*		

Monthly Update	[Production Schedule] Due to monthly imaging capacity, data collection is expected to continue through April, 2020 at the earliest (barring a reduction in the goal of 105 completed imaging appointments). [Data Collection - MI-Region Sample / UM] Recruitment launched in late-March; 7 / 20 respondents have agreed to

proceed; one has been finalized as a refusal.

[Data Collection - CA-Region Sample / USC] Initial plan was to await completion of a few cases at UM site prior to launching NY/CA sites; however, given monthly site capacity and current schedule, we've shifted focus to minimize overlap with HRS 2020 data collection and are moving to activate USC site right away.

[Data Collection - NY-Region Sample / Columbia] Activation of Columbia site on hold until further notice, pending resolution of an MRI-scanner availability issue. We hope this will be resolved in no more than 1-2 months. Delay may require reduction in site goal or extension beyond April, 2020.

[Budget] Current projections show management hours dropping to 30-40 per month from April, 2019, and effectively all staff hours ending in November, 2019. Project manager and SPA discussing next steps for discussion of impact of project extension through April-May, 2020 with SRC team.

[SRO Technical Development] Primary systems finalized and working; a verification-like post-scan debriefing survey is under development.

[Protocols + IRB] All IRB approvals necessary to begin data collection received as of early-April, 2019, including Multi-Site/Coordinating Center application, UM-MADC Performance Site application, approval of Scheduled Continuing Review to extend approval through end-of-February 2020, and Spanish language materials amendment.

[External IRB] Both external sites' IRB applications have been submitted; approval expected in advance of site production launch dates.

[Site Infrastructure / Protocols] Site team members introduced to Web Logging-based data capture tool. Project manager will provide support to external staff to facilitate their day-to-day use.

Special Issues

(1) Managing complex workflow across multiple external sites with different operational considerations and internal protocols
(2) Making efficient use of hours of TSG staff, given somewhat high need and low projections
(3) Ensuring appropriate effort over time, given long, low-volume data collection
(4) Potential completion of some data collection work prior to issuance of a Certificate of Confidentiality

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	91,830.85
Estimated Cost at Completion (E$AC):	189,630.16
Total Budget:	186,299.00
Variance (Budget minus E$AC):	-3,331.16
Reason For Variance:	(1) The total anticipated hours for field interviewers and TL were not noted in CRS until 4/25/2019; this took the anticipated overrun from ~1K to $3,331.16
	(2) Due to a presumed extension of the data collection period through April, 2020, existing budget projections are out of date. Projections will be updated within the next 1-2 months once we have a better sense of the effort required to maintain ongoing data collection.

Projections
Mar 31, 2019

Dollars Projected For Month:	15,780.00
Actual Dollars Used:	9,431.12
Variance (Projected minus Actual):	6,438.88
Reason For Variance:	(1) Non-Salary: (a) Respondent Payments projected to begin in January; data collection did not begin until late-March with the first Respondent Payments expected to hit in the month of April/
	(2) Salary: (a) Hours for field interviewers, and various staff involved in Post-Scan Follow-Up lower than projected, but unused hours will be shifted forward; (b) Hours for SRO staff involved in institutional infrastructure (Larry Daher, Mike Etzel) lower than projected.

Measures

	Units Complete	RR	HPI
Current Goal:	105	65%	3.0 (tentative)
Goal at Completion:	[pending]	[pending]	[pending]
Current actual:	0	0%	2.4
Estimate at Complete:	[pending]	[pending]	[pending]
Variance:	[pending]	[pending]	[pending]

Other Measures [SRO Recruitment Rate - Goal] - 90.0%
[SRO Recruitment Rate - Current] - 87.5% (7 recruited / 8 finalized); 12 non-final
[SRO Cooperation Rate - Current] - 35.0% (7 recruited / 20 total)

[Site Completion / Scan Rate] 0.0% (0 completed / 1 finalized); 6 non-final
[Site Cooperation Rate] 0.0% (0 completed / 7 activated)

Project Name	Monitoring the Future 2019 web (MTF Web 2019)
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects

Project Status   Current

Budget	**Direct Budget:**	413,377.00	**InDirect Budget:**	229,106.00	**Total Budget:** 642,483.00

Principal Investigator/Client	John Schulenberg (UM-SRC)
Funding Agency	
IRB	**HUM#:** HUM-0013R02 **Period Of Approval:** In continuing review
Project Team	**Project Lead:** Donnalee Ann Grey-Farquharson
	Budget Analyst: Christine Evanchek
	Production Manager:
	Senior Project Advisor: Gina-Qian Yang Cheung
	Production Manager:
	Production Manager:
Proposal #:	no data
Description:	This project is a continuation of MTF Illume Web 2018. The new budget has been combined with previous to allow for "additional funding" of the continiung portion and includes some development/programming work for 2020.

SRO will program and test six new survey versions, all will be programmed in Illume. After testing is complete, SRO will launch the 2019 Web survey data collection with an estimated sample size of 5,600 cases identified by the Principal Investigator who will deliver the contact information including e-mail address to SRO. The Web survey data collection will replace aspects of the standard mail-based data collection. Both the separately funded Winter Location calling effort and Non-Response follow-up calling will include this sample – with the calling effort being integrated with the standard MTF activities.

This budget assumes an overall SRO involvement period of 12 months commencing in January 2019 with the data collection taking place during a 5-month period, beginning April of 2019. The total cost for this work is estimated at $253,961 ($162,796 direct, $91,165 indirect), budgeted at the currently negotiated on-campus recovery rate of 56%.

SRO Project Period	01/2019 - 12/2019
Data Col Period	04/2019 - 10/2019
Security Plan	NA
Milestone Dates	

PreProduction Start:	**Pretest Start:**
Pretest End:	**Recruitment Start:**
Staffing Completed:	**GIT Start:**
SS Train Start:	**SS Train End:**
DC Start:	**DC End:**

Other Project Team Members:	Gina-Qian Yang Cheung, Donnalee Grey-Farquharson, Hueichun Oeng, Lloyd Hemingway, Shaowei Sun, Laura Yoder, Timothy Wright, Peter Sparks, Ashwin Dey
Other Project Names:	MTF Illume Web 2019
Sample Mgmt Sys	SMS; Web SMS; Illume
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, Other (Managed by SRC Study Staff)
Administration	NA
Payment Type	N/A
Payment Method	N/A

Report Period	Apr, 2019 (MTF Web 2019)	**Project Phase**	Implementing
Risk Level	Not Rated		
Monthly Update	04/2019		

The survey went live on April 9th (on the same day MTF Staff mailed out pre-notification letters with QR codes) . Email invitations were scheduled to go out April 16th but were delayed because MTF staff had not obtained IRB approval on the new email invitation letters (signature change). Even so, there were 700 web survey complete cases on 4/25, so paper with QR does count as a contact method.

SRO is working with MTF staff to find an alternative if the delay in IRB approval is prolonged.

03/2019
Systems have been programmed and two rounds of testing in the testing server environment carried out. Prod test will occur the week of April 1st with data collection starting April 10th.

Special Issues

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	390,087.10
Estimated Cost at Completion (E$AC):	572,163.65
Total Budget:	642,483.00
Variance (Budget minus E$AC):	70,319.35
Reason For Variance:	Variance arises from incomplete projections. Will be updated.

Projections
Mar 31, 2019

Dollars Projected For Month:	19,884.10
Actual Dollars Used:	5,113.29
Variance (Projected minus Actual):	14,770.81
Reason For Variance:	Programming of new forms was delayed and these hours will be projected for June 2019.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:			
Current actual:			
Estimate at Complete:			
Variance:			

Other Measures

Project Name	National Survey of Family Growth (NSFG 2010-2020)
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects

Project Status   Current

Budget	*Direct Budget:* 32,653,126.47 *InDirect Budget:* 8,448,262.00 *Total Budget:* 41,101,388.47
Principal Investigator/Client	Joyce Abma (NCHS) Mick Couper (ISR)
Funding Agency	NCHS, CDC, NICHD
IRB	*HUM#:* 0002716 *Period Of Approval:* 7/17/13 - 7/17/17
Project Team	*Project Lead:* Heidi Marie Guyer
	Budget Analyst: Nancy Oeffner
	Production Manager: Theresa Camelo
	Senior Project Advisor: Mary P Maher
	Production Manager: Maureen Joan O'Brien
	Production Manager: Rebecca Loomis
Proposal #:	no data
Description:	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.
SRO Project Period	09/2010 - 07/2020
Data Col Period	09/2011 - 06/2019
Security Plan	Yes

Milestone Dates

PreProduction Start: 03/01/2011	*Pretest Start:*
Pretest End:	*Recruitment Start:* 06/01/2011
Staffing Completed: 08/17/2011	*GIT Start:* 09/13/2011
SS Train Start: 09/15/2011	*SS Train End:* 09/19/2011
DC Start: 09/20/2011	*DC End:* 09/07/2019

Other Project Team Members:	Chrissy Evanchek--Budget Analyst
Other Project Names:	
Sample Mgmt Sys	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Tablet; [UM cell] Phone; Paper and Pencil
DE Software	NA
QC Recording Tool	N/A
Incentive	Yes, R; Yes, Other (babysitting fee)
Administration	SRO Group
Payment Type	Cash, prepaid ($5; $40); Cash, post ($40; $60)
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest Cash Fund from ISR Business Office

---

Report Period	Apr, 2019 (NSFG 2010-2020) **Project Phase** Implementing
Risk Level	*On Track*
Monthly Update	We are now in Week 5 of Q31. There are currently 604 main interviews and 3001 screeners completed. We are above the average for this point in the quarter and since the age range expansion in both main and screeners, but the goal has been increased due to a larger sample release and increased staffing to accommodate higher goals this quarter. The main interview goal for the end of week 4 was 550 and we had completed 545, so we are very slightly behind the new goal. The Screener completion rate is currently 55.2%. The goal for the end of week 4 was 57%, so we are slightly behind. Last week was a slow production week due to bad weather in many segments, holidays (Easter/Passover), and hh's away from home possibly on spring vacation. The current HPI is 11.1. While it is still higher than the average for this point in the quarter, 10.2, and since the age range expansion, 10.4, it is lower than last

quarter and continues to move down.   The Quarterly main interview goal was originally raised to 1750, but it has been requested by NCHS to lower it to 1650 for the quarter as we continue to calibrate and adjust production to funds available this quarter and next quarter, the final quarters of Cycle 8. This group of new hires was very engaged and seemed to pick up information well and although attrition was high after training at first, there has been no more attrition in the last 3-4 weeks.   We continue to consider different options for staffing, as 7 areas are currently understaffed. Currently the plan is to train 7 new interviewers with NSFG past experience and high performance, by phone. As the final year proceeds, we will train more as needed. Currently 300 paper screeners have been mailed out for the experiment. 58 have been returned, resulting in 33 screened eligible and 11 main interviews. Of the 534 control lines, 51 have been screened eligible resulting in 23 main interviews.

Special Issues	Additional funding will be allocated to year 8 data collection by NCHS for the purpose of increasing yield by 20-30% in the last 2 quarters of the final year.

Cost
Apr 30, 2019

Total Cost to Date (Direct + Indirect):	40,849,706.11
Estimated Cost at Completion (E$AC):	44,747,043.00
Total Budget:	41,101,388.47
Variance (Budget minus E$AC):	-3,645,655.00
Reason For Variance:	The total NSFG budget with all approved contract mods is actually $44,408,774.00. Additional workscope, higher than anticipated HPI, higher yield, higher interviewer attrition, increased travel, increased hiring and training have all led to increased costs. NCHS is providing additional funding in the spring of 2019 to cover the projected overrun as well as to increase interview yield in the final two quarters of the contract. Additionally, new interviewers will be recruited and trained in order to carry out the additional interviewing and to account for increased attrition.

Projections
Apr 30, 2019

Dollars Projected For Month:	727,517.90
Actual Dollars Used:	724,227.84
Variance (Projected minus Actual):	3,290.06
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:	1650	68%	10.0
Goal at Completion:	5000	79%	10.0
Current actual:	604	36.4	11.1
Estimate at Complete:	4972	61.8%	10.3
Variance:	28	18.2%	.3

Other Measures	The goals represent Q31 goals and actuals. We are currently in Week 5 of Quarter 31. Yield goals have increased as NCHS has released more funding to increase production in the final 2 Q's of C8. The HPI goal has changed to 10.0. The completion goals above are the annual goals. The current goal is for the current quarter.

Project Name	PSID 2019 Roster Pilot (PSID19 RP)
Project Mode	Primary: Web Total of Modes: 1

Project Type   Sponsored Projects   **Project Status**   Current

Budget   *Direct Budget:*   26,157.00   *InDirect Budget:*   14,647.00   *Total Budget:*   40,804.00

Principal Investigator/Client	David Johnson (UM) Katherine McGonagle (UM)
Funding Agency	NSF
IRB	*HUM#:* HUM00062417 *Period Of Approval:* 1/23/2019 - 1/22/20
Project Team	*Project Lead:* Shonda R Kruger-Ndiaye *Budget Analyst:* Megan Gomez-Mesquita *Production Manager:* *Senior Project Advisor:* Stephanie A Chardoul *Production Manager:* Katherine McFall Blackburn *Production Manager:*
Proposal #:	no data
Description:	PSID 2019 Roster Pilot is a project to test the feasibility of collecting PSID family listings via a Blaise 5 self-administered web instrument. The instrument was programmed by PSID's Blaise programmer. It is not mobile-optimized. SRO's scope of work includes Blaise consultation, MSMS implementation, data management, and project management. The pilot uses a convenience sample that participated in the PSID Core 19 Pretest in Oct/Nov 2018. The total number of respondents in the sample is 103. A $50 token will be paid to respondents by check at the end of data collection period (May 14th, 2019).
SRO Project Period	03/2019 - 06/2019
Data Col Period	04/2019 - 05/2019
Security Plan	NA

Milestone Dates

PreProduction Start:	02/27/2019	*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Completed:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start:	04/02/2019	*DC End:*	05/13/2019

Other Project Team Members:	SRO Tech team consists of: Jim Rodgers, Jeff Smith, Kyle Goodman, Laura Yoder, Youhong Liu, Peter Sparks, Genise Pattullo Shanti Suresh, Heather Schroeder. Key Project staff consist of: Rhymney Weidner, Mary Dascola, April Beaule, Mushtaq Mohammad
Other Project Names:	PSID Family Listing Pilot FES Family Listing Pilot
Sample Mgmt Sys	MSMS
Data Col Tool	Blaise 5
Hardware	Desktop; [UM cell] Phone; Other (Self-Admin, Rs' own Hardware used)
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	ISR Group (PSID Project Staff)
Payment Type	Check, post ($50)
Payment Method	Check through other system (PSID's RAPS)

Report Period	Apr, 2019 (PSID19 RP) **Project Phase** Implementing
Risk Level	*On Track*
Monthly Update	Production launched April 2nd and the RR has exceeded expectations. Technical systems work and management seem to be within or below budget, although actual costs have not yet hit the cost report.
Special Issues	

Cost
May 03, 2019

Total Cost to Date (Direct + Indirect):	0.00
Estimated Cost at Completion (E$AC):	40,804.00
Total Budget:	40,804.00
Variance (Budget minus E$AC):	0.00
Reason For Variance:	Budget approved 3/18/19. Shortcodes established in April. All March charges were made to unit overhead accounts and will be moved to project by April report. No costs are visible yet in the preliminary report dated 5/3/19.

Projections
May 03, 2019

Dollars Projected For Month:	30,295.00
Actual Dollars Used:	0.00
Variance (Projected minus Actual):	0.00
Reason For Variance:	Actual costs not yet visible in report.

Measures

	Units Complete	RR	HPI
Current Goal:	NA	NA	NA
Goal at Completion:	83	80%	NA
Current actual:	87	84.5%	NA
Estimate at Complete:	83	80%	NA
Variance:	-4	-4.5%	NA

Other Measures   Production data are as of 5/6/2019.

Project Name	PSID Child Development Supplement V (2019) (CDS-19)
Project Mode	Primary: Face to Face Secondary: Telephone Total of Modes: 2
Project Type	Sponsored Projects **Project Status** Current
Budget	**Direct Budget:** 5,801,561.00 **InDirect Budget:** 3,164,398.00 **Total Budget:** 8,965,959.00
Principal Investigator/Client	Narayan Sastry (SRC) Paula Fomby (SRC)
Funding Agency	NICHD, Robert Wood Johnson Foundation
IRB	**HUM#:** HUM00075944 **Period Of Approval:** 6/11/18 - 6/10/19
Project Team	**Project Lead:** Rachel Anne Orlowski **Budget Analyst:** Megan Gomez-Mesquita **Production Manager:** Dianne G Casey **Senior Project Advisor:** Stephanie A Chardoul **Production Manager:** **Production Manager:**
Proposal #:	no data
Description:	A 2019 wave of the Childhood Development Supplement (CDS) is planned for September 2019 – May 2020. The sample for CDS is comprised of the PSID-eligible children (ages 0 -17) from the Core 2019 families we interview and their primary caregivers. Approximately 3,700 families will be included, with some Core families containing several CDS children. As part of the CDS, families are asked to complete multiple interviews (i.e., coverscreen, PCG interview, Child interview--including an IVR component) and data collections (i.e., physical measurements, educational assessments, saliva collection, time diaries, school and birth record linkage forms), several of which are completed in-person. CDS interviewing will be conducted by Field interviewers, with the SSL supporting follow-up efforts. SurveyTrak and Blaise 4.8 will be the primary technical systems employed.
SRO Project Period	09/2018 - 08/2020
Data Col Period	09/2019 - 05/2020
Security Plan	NA

Milestone Dates

PreProduction Start:	01/07/2019	**Pretest Start:**	07/15/2019
Pretest End:	08/04/2019	**Recruitment Start:**	
Staffing Completed:		**GIT Start:**	09/16/2019
SS Train Start:	09/18/2019	**SS Train End:**	09/23/2019
DC Start:	09/25/2019	**DC End:**	05/31/2019

Other Project Team Members:	
Other Project Names:	
Sample Mgmt Sys	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Laptop; [UM cell] Phone
DE Software	Other
QC Recording Tool	Camtasia
Incentive	Yes, R
Administration	ISR Group (PSID)
Payment Type	Check, post; Cash, post
Payment Method	Check through other system (PSID-RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (PS

Report Period	Apr, 2019 (CDS-19) **Project Phase** Planning
Risk Level	*Not Rated*
Monthly Update	Still need to identify SSL manager. PSID allocated SRO's foundation funding for saliva supplement; CRS now reflects the full project budget. Procurement issued PO to CMS Research (IVR vendor) on 4/8; specs have been provided and programming is underway. Met w/ SRO Mapping team on 4/2 to plan for CDS's use of the new tool. Met w/ PIs about time diaries on 4/3 and about linkage forms on 4/16. SRO managers & PIs met w/ WJ rep on 4/23 -- received Calculation test and general training clarification. Reviewed RPay protocol w/ PIs. Signed contract w/ Holiday Inn West for Pretest training. Visited possible Production training sites; signed contract w/ Southfield Westin. GIT will be on 9/16 & 9/17 and study-specific training on 9/18 - 9/23. Production will launch on 9/25. Finalizing on-staff posting for May

recruitment with other projects. CS, PCG, Child, & Preload Builder instruments nearly fully programmed; CTT testing is underway. Working on materials for Pretest training & IRB amendment (to be submitted in May).

Special Issues

Cost
Mar 31, 2019

Total Cost to Date (Direct + Indirect):	353,366.14
Estimated Cost at Completion (E$AC):	8,965,926.20
Total Budget:	8,965,959.00
Variance (Budget minus E$AC):	32.80
Reason For Variance:	Minor variance - moving underrun to MDC Travel

Projections
Mar 31, 2019

Dollars Projected For Month:	107,609.45
Actual Dollars Used:	82,676.13
Variance (Projected minus Actual):	24,933.32
Reason For Variance:	Less programming effort & saliva kits lower than budgeted -- received a promotional price

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:			
Current actual:			
Estimate at Complete:			
Variance:			

Other Measures

Project Name	Stress and Wellbeing in Everyday Life (SWEL)
Project Mode	Primary: Face to Face Secondary: Observation Total of Modes: 2
Project Type	Sponsored Projects **Project Status** Current
Budget	**Direct Budget:** 490,424.00 **InDirect Budget:** 269,734.00 **Total Budget:** 760,158.00
Principal Investigator/Client	Kira Birditt (UM ISR Life Course Development) Toni Antonucci (UM ISR Life Course Development)

Funding Agency

IRB	**HUM#:** TBD **Period Of Approval:** TBD
Project Team	**Project Lead:** Piotr Dworak
	Budget Analyst: Janelle P Cramer
	Production Manager: Derek Dubuque
	Senior Project Advisor: Kirsten Haakan Alcser
	Production Manager:
	Production Manager:
Proposal #:	no data
Description:	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. 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). Sample: Participants in Wave 3 of Social Relations (2014) from the Detroit tri-county area. 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.
SRO Project Period	12/2016 - 10/2017
Data Col Period	06/2017 - 09/2016
Security Plan	NA

Milestone Dates

PreProduction Start:	03/01/2017	**Pretest Start:**	01/22/2018
Pretest End:	02/02/2018	**Recruitment Start:**	11/01/2017
Staffing Completed:	01/02/2018	**GIT Start:**	03/07/2018
SS Train Start:	03/07/2018	**SS Train End:**	03/11/2018
DC Start:	04/04/2018	**DC End:**	09/30/2019

Other Project Team Members:	
Other Project Names:	Racial Disparities in Health: The Roles of Stress, Social Relations, and the Cardiovascular System
Sample Mgmt Sys	MSMS
Data Col Tool	Blaise 4.8; Blaise 5
Hardware	Laptop
DE Software	NA
QC Recording Tool	Camtasia
Incentive	Yes, R
Administration	SRO Group
Payment Type	Cash, prepaid (2); Cash, post (30); Other (Cash post biomarker)
Payment Method	Check through other system (MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS)

- -

Report Period	Apr, 2019 (SWEL)	**Project Phase**	Implementing
Risk Level	Some Concerns		
Monthly Update	Project updates:		

Pace of data collection has improved following field initiatives and increases in TOA to $200. March and April had 30 baselines which is the highest monthly level of completion since the beginning of the project. However, progress is still below projections plotted with expectation of ending project in September/October of 2019. SWEL has undergone a series of internal project reviews and designs an action plan for more FTF visits with revised R materials. We are also working on additional mailings using priority mailers, etc.

Data collection / Sample:

Stats: 138 completes of 325 required. Estimate for viable sample is ~ 272, however, 40% expressed concern/refusal and some 86 lines have gone through locating.

We are gearing up to release more sample out of area which can be interviewed by phone."

Staffing:

SWEL has 4 interviewers making FTF visits + 1 interviwer making calls and scheduling appointments. We utilize 2 TLs who worked on DEWS to help with coordinating R setup and other tasks. Locator is also engaged in trying to find new contacts.

Technical system:

SWEL messaging app installed on Preventice phone is expiring. TSG is in the process of identifying and testing a replacement app with a deadline of 5/29 for making equipment upgrade to the new app. One app has been identified but there are still roadblocks with installing it on BG/Preventice phone.

Finances:

Additional funding has been added to the budget. Re-projections are needed to bring budget back on track with supplemental funding.

Special Issues

Received notification that HollrIT app used to deliver SWEL surveys is expiring 5/29. We are working on contingency plans.

Cost
May 31, 2019

Total Cost to Date (Direct + Indirect):	839,357.63
Estimated Cost at Completion (E$AC):	1,194,075.79
Total Budget:	760,158.00
Variance (Budget minus E$AC):	-433,917.79
Reason For Variance:	Unoficial new SWEL budget is $1,206,680. Target direct cost is $770,371. SWEL is currently showing savings of $8K which will need to be re-adjusted to maximize the number of interviewer hours available to finish the work.

Projections
May 31, 2019

Dollars Projected For Month:	29,962.12
Actual Dollars Used:	48,673.19
Variance (Projected minus Actual):	-18,711.07
Reason For Variance:	Error in timesheets is deflating projections and inflating March cost. April should be on target.

Measures

	Units Complete	RR	HPI
Current Goal:	205	63%	11
Goal at Completion:	325	63%	20
Current actual:	138	26%	29
Estimate at Complete:	325	63%	20
Variance:	0		0

Other Measures

Project Name	Surveys of Consumer Attitudes (SCA 2019)
Project Mode	Primary: Telephone Total of Modes: 1
Project Type	Sponsored Projects

Project Status   Current

Budget	*Direct Budget:* 0.00	*InDirect Budget:* 0.00	*Total Budget:* 0.00

Principal Investigator/Client	Richard Curtin (SCA) Tuba Suzer-Gurtekin (SCA)

Funding Agency

IRB	*HUM#:*	*Period Of Approval:*
Project Team	*Project Lead:*	Theresa Camelo
	Budget Analyst:	Dean E Stevens
	Production Manager:	
	Senior Project Advisor:	Heidi Marie Guyer
	Production Manager:	
	Production Manager:	

Proposal #:   no data

Description: 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.

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.

SRO Project Period	12/2018 - 12/2019
Data Col Period	01/2019 - 12/2019
Security Plan	NA
Milestone Dates	

PreProduction Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Completed:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start: 03/27/2019		*DC End:* 04/22/2019	

Other Project Team Members:	SSAs: Steven Sonoras, Nancy Walker, Ann Munster Programmer: Dave Dybicki, Max Malhotra TSG: Pamela Swanson, Tim Wright
Other Project Names:	
Sample Mgmt Sys	SMS
Data Col Tool	Blaise 4.8
Hardware	Desktop
DE Software	NA
QC Recording Tool	DRI-CXM; Live monitoring
Incentive	Not used
Administration	NA
Payment Type	N/A
Payment Method	N/A

Report Period	Apr, 2019 (SCA 2019)	**Project Phase**	Initiation

Risk Level   *Not Rated*

Monthly Update   The April SCA began as scheduled on 3/27/2019 and ended as scheduled on 4/22/2019.
A total of 600 interviews are expected to be completed each month, with a 400/200 split between RDD and RECON cases; this goal was met in April.
The overall HPI was 3.78 elevated just beyond our budget target (which is 3.45, or about 19 minutes less per complete than our current rate).

Special Issues
Lower than projected contact rates as well as inefficient sample as delivered from the vendor continue to result in higher than budgeted HPI.

Cost
Apr 30, 2019

Total Cost to Date (Direct + Indirect):	120,632.57
Estimated Cost at Completion (E$AC):	120,632.57
Total Budget:	0.00
Variance (Budget minus E$AC):	120,632.57
Reason For Variance:	

Projections
Apr 30, 2019

Dollars Projected For Month:	0.00
Actual Dollars Used:	0.00
Variance (Projected minus Actual):	0.00
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:	600		3.45
Goal at Completion:	600		3.8
Current actual:	600		
Estimate at Complete:			
Variance:			

Other Measures

Project Name	Variations in Math (Variations in Math)
Project Mode	Primary: Observation
Project Type	Sponsored Projects

			Project Status	Current	
Budget	***Direct Budget:*** 333,781.00	***InDirect Budget:*** 50,068.00		***Total Budget:***	383,849.00

Principal Investigator/Client Robin Jacob (Youth Policy Lab - SRC)

Funding Agency

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

Project Team
- ***Project Lead:***   Peter Rakesh Batra
- ***Budget Analyst:***   Dean E Stevens
- ***Production Manager:***   Dianne G Casey
- ***Senior Project Advisor:*** Meredith A House
- ***Production Manager:***
- ***Production Manager:***

Proposal #:   no data

Description: The project will observe classrooms in 10 New York City schools that participated in the High 5s program in the 2015-2016 academic year.   Observation data of kindergarten and third-grade classrooms will be collected using the Classroom Observation of Early Mathematics--Environment and Teaching (COEMET) method (as modified by the research team for third grade classrooms). The project will also include observations of kindergarten classrooms in 10 non-High 5s NYC schools.

SRO Project Period   08/2018 - 05/2019
Data Col Period   10/2018 - 04/2019
Security Plan   No

Milestone Dates

PreProduction Start:	***Pretest Start:***
Pretest End:	***Recruitment Start:***
Staffing Completed:	***GIT Start:***
SS Train Start:	***SS Train End:***
DC Start:	***DC End:***

Other Project Team Members: Peter Batra (Proj Mgr.), Dianne Casey (Prod. Mgr), SSI (Unassigned), Dean Stevens (Financial Analyst)

Other Project Names: Variation in Early Math Instruction

Sample Mgmt Sys	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period   Apr, 2019 (Variations in Math)   **Project Phase**   Closing

Risk Level   *Not Rated*

Monthly Update   During April we finished the few remaining school observations. We managed to complete 3 school observations where the teacher had agreed, but not confirmed the given observation time. In the end, we've achieved what we could with a few cancellations and 'soft' refusals. We also conducted a project debriefing which included the project office staff and SRO observers. These insights will be compiled and presented at an SRO Project review meeting towards the end of May.

During this month, I was also informed that the YPL Project Office had not transferred any funds to SRO for this project. It surprised me to only find out about this now, but the financial liaison in the YPL Office will now rectify the issue. In conjunction withthe SRO financial adviser, I have asked for only our estimate cost at completion. This was so that we would not need to refund the money later given that we projecting to be $140K under-spent.

Special Issues

Cost
Apr 11, 2019

Total Cost to Date (Direct + Indirect):	197,634.53
Estimated Cost at Completion (E$AC):	243,970.55
Total Budget:	383,849.00
Variance (Budget minus E$AC):	139,878.45
Reason For Variance:	This large variance is due to the fact that there were some highly variable costs associated with travelling to and training in NYC. We also were not sure if we will need to train additional observers for Spring. Since currently all of our existing interviewer/observers have returned (and passed certification), then we will have a fairly significant project budget under-run. Note that the under run has remained at a consistent level over time, indicating that our projections have been accurate as we have moved through the project.

Projections
Apr 11, 2019

Dollars Projected For Month:	0.00
Actual Dollars Used:	0.00
Variance (Projected minus Actual):	0.00
Reason For Variance:	

Measures

	Units Complete	RR	HPI	
Current Goal:				
Goal at Completion:				
Current actual:				
Estimate at Complete:				
Variance:				

Other Measures

Project Name	Video Communication Technologies in Survey Data Collection (VCT)
Project Mode	Primary: Mixed Total of Modes: 3
Project Type	Sponsored Projects

		Project Status	Current

Budget   *Direct Budget:*   241,958.00   *InDirect Budget:*   135,497.00   *Total Budget:*   377,455.00

Principal Investigator/Client	Dr. Fred Conrad (University of Michigan) Dr. Michael Schober (The New School)

Funding Agency   National Science Foundation
IRB   *HUM#:*   HUM00159711   *Period Of Approval:*   Exempt
Project Team   *Project Lead:*   Andrew L Hupp
    Budget Analyst: Dean E Stevens
    Production Manager:
    Senior Project Advisor: Nicole G Kirgis
    Production Manager:
    Production Manager:

Proposal #:   no data

Description: This research project will examine data quality, participation, respondent experience, and costs in two promising but not yet widely deployed survey modes that use off-the-shelf video technology and are less costly than face to face (FTF) interviews: video-mediated (VM) interviews (live two-way communication via platforms like Skype) and video self-administered (VS) interviews, in which video-recorded interviewers ask the questions and respondents answer by typing or clicking. This project will compare these measures of data quality and costs in VM and VS interviews carried out by the same professional interviewers and in conventional online (textual) self-administered questionnaires, asking the same survey questions to members of a representative sample who are randomly assigned to one of these three modes. Because VM is synchronous and "live" like face-to-face (FTF) interviewing, and VS is asynchronous and recorded but still projects a human face, the project's comparisons will provide new insights regarding how these decomposable aspects of human contact affect behavior and experience in surveys. The project's results will reveal the extent to which, and for whom, less costly interaction (live but remote vs. recorded) with an interviewer promotes engagement and data quality comparable to what is found in similar FTF interviews. More generally, the findings will address when and in what ways modern communication modes that reduce social presence and are less personal might be equal to or even more effective than FTF interaction. Findings from this project will provide valuable information relevant to the future of survey measurement and will be of interest to survey researchers in the Federal statistical system and other survey organizations.

Even as survey data continue to be central to public policy and decision-making, survey measurement is challenged by declining response rates, increasing costs, declining trust in survey organizations, and rapidly changing communication habits among the public. Understanding how video technologies could fit into the future of survey data collection is important both because it may meet potential respondents "where they live" and because it may provide a significantly lower cost alternative to FTF interviewing. There is even the potential to reach some members of the public whose location makes FTF interviewing difficult or expensive, but who may well be able to participate in a video interview (e.g., people who live in remote rural areas or members of the military deployed overseas). In comparing data quality across these three survey modes, the project will quantify participation rates, connectivity problems, respondent compliance with the video interviewing protocol, conscientious responding (giving precise answers to numerical questions, thoughtfully differentiating answers), and disclosure of sensitive information. The project will measure the potential impact of individual interviewers, feelings of engagement with the interview, rapport with the interviewer, and respondent satisfaction. The project also will allow assessment of data collection costs across these modes. Access to and use of video technologies are not universal, and even among those with access some are willing to engage in video interaction while others are reluctant. The project will begin to address whether and how the effects of video technologies on survey data collection differ for participants with different levels of prior experience and preference for using the technologies.

SRO Project Period   09/2018 - 06/2020
Data Col Period   05/2019 - 10/2019
Security Plan   NA
Milestone Dates

PreProduction Start:	*Pretest Start:*
Pretest End:	*Recruitment Start:*
Staffing Completed:	*GIT Start:*
SS Train Start:	*SS Train End:*
DC Start:	*DC End:*

Other Project Team Members:	Kallan Larsen - PSM MS Student
	Ai Rene Ong - PSM PhD Student
	Pooja Varma-Laughlin - DCO Prod Manager (not available in dropdown yet)
	Kevin Jensen (TSG) - portal/Blaise programming
	Shanti Suresh, Matt Hanger, & Laura Yoder (TSG) - data management
	Kyle Goodman - MSMS set-up programming
	Jim Rodgers - MSMS consultation
	Brady West - Research Associate Professor, Survey Research Center
Other Project Names:	Video Communication Technologies
Sample Mgmt Sys	MSMS
Data Col Tool	Blaise 5
Hardware	Desktop; Other (Webcam, USB headset)
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group; Other (giftbit)
Payment Type	Cash, prepaid ($2); Other ($2 giftcode -> prepaid; $20/$22 giftcode -> post)
Payment Method	Imprest Cash Fund from ISR Business Office; Other (HSIP)

Report Period	Apr, 2019 (VCT)	**Project Phase**	Planning
Risk Level	*On Track*		

Monthly Update

April 2019

Both teams continue to meet regularly. The items team reviewed the response options on the education level and have combined/shortened the list of possible responses. The team is doing it's final review of the interview debriefing items. Earlier in the month we had discussed having interviewer observations after each contact rather than debriefing items. We settled on asking the interviewer questions at the conclusion of the VM interview. If the interviewer has a VM interview that break off we will ask them to enter an F2 note around the circumstances of the break-off (e.g., audio/video quality, etc.).

Pooja Varma-Laughlin has joined the team and the DCO production manager. Andrew and Kallan have met with her to brief her on the study design, and have asked her to think about the proposed staffing model, interviewing issues and training materials. Pooja has done a test recording that will be used for a companion study at the New School. She will be recording a set of videos that can be used for testing the VS instrument. Kallan will be editing those videos.

We received the updated license key from Colectica and Kallan was able to finish her portion of the "programming". Kevin took that output and add the more complicated features that cannot (currently) be done in BCQ. We will provide provide feedback to Colectica about what worked, what didn't, and what future enhancements we would like to see.

Kevin has continued to work on the implementation of the grid questions (for VS/TS) and the external calls to get/assign the incentive amounts, interview and Blue Jeans URL. We demo'd an version for the PIs that they provided feedback on. We will be demonstrating the latest version in our next meeting. The team has done a few rounds of testing and provided feedback to Kevin of minor things that he has subsequently addressed. Testing will continue in May.

After several discussions with the IRB about the potential MiCDA funding they have granted an exemption (HUM00159711) for the project. We removed any language about the MiCDA funding and CoC until the funding has been awarded. The original IRB umbrella application (HUM00149810) has been terminated in eResearch.

The team is working on options for how respondents need to schedule appointments given the design of the project. Kallan is investigating an external appointment schedule software. We know there will be some manually processes involved in getting the appointment from the scheduling software into MSMS (and subsequently into the email reminder prior to the appointment).

Andrew, Kallan, and Ai Rene met with UM-IT has provided an example dataset from a team call we had with the New School. We are reviewing the data and have asked UM-IT for some clarification on the fields and what values are to be expected for some of the fields. Ultimately this data will be combined with the survey data. UM-IT is prepared to deliver a report on whatever time frequency (daily, weekly, monthly, once, etc.) we request.

Kyle has made some modifications on MSMS as we have begun testing and working through the flow of the project. Andrew has been showing Kallan how to use the MAP. We will carry out integration testing later once things are a little further along. The one development item the team needed has been pushed to the QA environment where Kyle has tested. It is expected to be pushed in late April for us to test in the TestCurrent environment.

We are still waiting to hear back from the SRC Director's Office on the possibility of having an automatic payment via an API call (to Amazon, TangoCard, etc.) or via someone mechanism. The Director's Office was receptive to the idea. Another project had approached them with a similar idea (transferring money directly to a bank account). The meeting that was scheduled at the end of January between the SRC Director's Office, HSIP, and UM-Treasury had to be reschedule since the U was closed for inclement weather. Kallan has scheduled meetings with two providers to understand how their services work and if they would meet our needs/criteria if we are given the go-ahead by the SRC Director's Office. In the interim, we have an alternative plan of how we could still issue giftcode incentives in an automated fashion that will allow us to be smart with our incentives (especially for the $2 pre-pay). It seems unlikely that the SRC Director's Office will have an infrastructure in place to meet our time line. We will likely be going with out alternative plan (which is similar to how incentive's were purchased on SCIP).

The MiCDA proposal to fund the project has been sent to NIH for them to officially approve.

The Stat Unit has ordered (and received) the sample (except 65+) from MSG. The data spec is being updated to include some of the auxiliary data provided by MSG, and to take advantage of the concatenated address field they provided (they provided the address in two different formats). It was decided to select only the pilot sample and see how the pilot goes before making and additional assignments. The Stat Unit will be assigning the addresses to replicate, mode, incentive condition.

Kallan ordered (and received) the mailing (letterhead + envelopes) materials. The study is using ISR letterhead and UM envelopes. Two web cameras and two USB headsets have been ordered to test VM interviews with. If all goes well and additional 3 cameras and headsets will be purchased).

The PIs joined (one in-person, one via video) a tech team meeting to meet the team and thank them for the work they have been doing.

Kallan created her IFDTC presentation. She presented it to the PIs. They provided minimal feedback on her presentation. She will be giving her practice session the last Friday of April to SRO.

Kallan and Andrew meet monthly with Dean to review the cost report and update projections as necessary.

==
March 2019
Both teams continue to meet regularly. The sensitivity analysis has been completed and a list of items have been chosen for the questionnaire.

Kallan used Colectica to create the main instrument and has provided that to Kevin. Our Colectica license key has expired and Kallan is unable to create the screening or debriefing instruments. Andrew has emailed Colectica about getting an updated license key. At the conclusion of creating the instruments we will provide feedback to Colectica about what worked, what didn't, and what future enhancements we would like to see. Kevin has been working on the implementation of the grid questions (for VS/TS) and the external calls to get/assign the incentive amounts, interview and Blue Jeans URL.

Andrew and Kallan completed the main IRB application. Fred has submitted to the IRB. We are expecting that it will be exempt. Hopefully we know by the end of the month. Andrew and Kallan continue to work through the technical specifications.

Andrew met with Brady about the (future) interview effect analysis. Brady wants to assign interviewers at random and have the respondent pick their interview time from time the selected interview is available. This design means that we will not be able to use the SRO appointment scheduler. Kallan is investigating other options to have respondents select times from when interviewers are available.

Andrew, Kallan, and Ai Rene met with UM-IT. They are going to provide data (via the Bllue Jeans API) on metrics related to the call. They are going to provide an example dataset from a team call with had with the New School so we can see the kind of data available and what it tells us. Ultimately this data will be combined with the survey data. UM-IT is prepared to deliver a report on whatever time frequency (daily, weekly, monthly, once, etc.) we request.

Kyle has created a test project and programmed the original set of task rules. This test project will be used to to test the portal connections and the task rules. We will carry out integration testing later once things are a little further along.

We are still waiting to hear back from the SRC Director's Office on the possibility of having an automatic payment via an API call (to Amazon, TangoCard, etc.) or via someone mechanism. The Director's Office was receptive to the idea. Another project had approached them with a similar idea (transferring money directly to a bank account). The meeting that was scheduled at the end of January between the SRC Director's Office, HSIP, and UM-Treasury had to be

reschedule since the U was closed for inclement weather. Kallan has scheduled meetings with two providers to understand how their services work and if they would meet our needs/criteria if we are given the go-ahead by the SRC Director's Office. In the interim, we have an alternative plan of how we could still issue giftcode incentives in an automated fashion that will allow us to be smart with our incentives (especially for the $2 pre-pay). It seems unlikely that the SRC Director's Office will have an infrastructure in place to meet our time line. We will likely be going with out alternative plan (which is similar to how incentive's were purchased on SCIP).

We heard back from MiCDA about our funding proposal. They offered additional funds to additional interviews of older adults. Andrew worked with PDG pn the budget revisions. Fred and Andrew reworked the proposal wording for the additional funding. The MiCDA proposal to fund the project has been sent to NIH for them to officially approve.

==
February 2019
Both teams continue to meet regularly. The ratings for the sensitivity analysis was conducted with TurkPrime. The analysis of the results is underway to determine if the bank of questions meets the needs of the project. This may ultimately turn into output (paper) from the project. TurkPrime has been paid via a PO for their services.

Kallan used Colectica to create a basic survey (with 2 questions) to provide to Kevin so he could begin working on the integration of videos for the VS condition. Kevin was able to integrate and provide a demonstration. Kallan went ahead and used Colectica to enter the balance of questions that were used in the sensitivity analysis so Kevin could continue integrating the videos for the rest of the questions. A few questions may be dropped, but we are taking advantage of time available to make progress. Kallan will work on the screening and debriefing instruments in March. At the conclusion of creating the instruments we will provide feedback to Colectica about what worked, what didn't, and what future enhancements we would like to see.

Andrew started the IRB application for the main study. Work on that will continue into March. Andrew and Kallan continue to work through the technical specifications.

Andrew, Kallan, Jim R. and Hueichun met to discuss the new appointment setting tool and how best we can incorporate into our design (since it is being built to work with SurveyTrak). We know we are unable to intergrate with the application as we would like. Hueichun has provided a demo to Andrew and Kallan. A test project was created so Andrew and Kallan can work into VCT the best we can with minimal programming changes.

We have a plan for how we will handle the video "handshake" (test call). We will have the user try and join the meeting that will ultimately be used for the interview. UM IT has a way to generate Blue Jeans codes in bulk (since we need so many). They also have an administrative dashboard that we will have access to that provides additional technical details/information about the connections.

Kevin provided a demo of the portal. The next step is to incorporate into a testing project to test the underlying logic.

We are awaiting to hear back from the SRC Director's Office on the possibility of having an automatic payment via an API call (to Amazon, TangoCard, etc.) or via someone mechanism. The Director's Office was receptive to the idea. Another project had approached them with a similar idea (transferring money directly to a bank account). The meeting that was scheduled at the end of January between the SRC Director's Office, HSIP, and UM-Treasury had to be reschedule since the U was closed for inclement weather. Kallan has scheduled meetings with two providers to understand how their services work and if they would meet our needs/criteria if we are given the go-ahead by the SRC Director's Office. In the interim, we have an alternative plan of how we could still issue giftcode incentives in an automated fashion that will allow us to be smart with our incentives (especially for the $2 pre-pay).

Andrew and Fred (with the assistance of PDG) developed and submitted the full proposal for additional funding from MiCDA. That was submitted on February 20. We should hear in March if we win additional funding.

==
January 2019
Both teams continue to meet regularly. The items group has come up with the items to conduct the sensitivity analysis. Andrew, Kallan, and Fred submitted the IRB application for the sensitivity analysis. It was determined to be exempt. Qualtrics never replied to the emails we sent, so we will be going with TurkPrime to conduct the sensitivity analysis. Kallan has programmed the instrument (in Qualtrics) that will be used. Kallan and Andrew met with SRO Finance (Amy B.) to make sure everything was in place to pay TurkPrime. We will begin the sensitivity ratings in the next week or so. In the meantime, the items group is working on the set of items to be asked as part of the debriefing interview.

We have been waiting for Colectica to be delivered so we can test whether it will work for our needs. Gina brought up the issue at the B-Club meeting. Due to an apparent mis-communication it was not delivered with the latest version of Blaise 5 in December. An email was received from Colectica on 1/22 with a download. Andrew and Kallan will download and begin working with the tool. The plan is to have Kallan entered the survey content and have a Blaise

programmer put the finishing touches on the instrument. We will also provide feedback to Colectica about what worked, what didn't, and what future enhancements we would like to see.

Andrew and Kallan will begin working on the IRB application for the main study in February, now that the design is coming into clearer focus from the weekly design meetings. The sampling and contact strategies are (mostly) settled. Andrew and Kallan are working through the technical specifications.

Andrew, Kallan, Jim R. and Hueichun will be meeting to discuss the new appointment setting tool and how best we can incorporate into our design (since it is being built to work with SurveyTrak).

AiRene is working with Blue Jeans (via UM-IT) to figure out a way to conduct an automated test during the screening process. It looks like there may be a way currently, but the user would need to download something (which is what we are trying to avoid).

Andrew, Kallan, Kevin, and Jim R. met to discuss creating a true portal (rather than just a login page) for the project that will route the respondent to the task they need to do next. The respondent will be provided with one URL to use through the survey flow. When the respondent "hits" the portal, it will check MSMS data to determine whether to route them to the screener, interview, debriefing, or block them.

Andrew and Fred and initiated discussions with the SRC Director's Office on the possibility of having an automatic payment via an API call (to Amazon, TangoCard, etc.) or via someone mechanism. The Director's Office was receptive to the idea. Another project had approached them with a similar idea (transferring money directly to a bank account). A meeting was to happen the week of 1/28 with the SRC Director's Office, HSIP, and UM-Treasury to discuss.

Andrew and Kallan worked through (with assistance from Jim R. on the technical front) to rework the projections now that we have a better sense of the design and a thought about how data collection will work in practice. The data collections projections have been "smoothed" over time. Given that respondents in the video-mediated interview condition will self-schedule when they want to do the interview, we don't have the traditional interviewer effort model of making contact attempts to get the respondent to do the interview. Andrew has spoken with Margaret in the SSL about how this might work in practice. Interviewers are likely going to need to be assigned to other projects, with few (if any) dedicated shifts to the project. We'll need to keep track of when appointments are scheduled and make sure they are covered. We will be able to control some of that with the appointment setting tool. We plan on allowing respondents to only set appointments in the future (they wouldn't be allowed to set a same day appointment (at least via the tool).

A pre-proposal was submitted to MiCDA for supplemental funding for the project to conduct additional interviews. We were invited to submit a full proposal. Andrew and Fred are working on the materials for the full proposal (due Feb. 20). If the funding is awarded we will conduct an additional 125 interviews in each of the three conditions (375 iws total). Andrew is working with the PDG to come up with a budget to include since the entire budget would be a supplement to the SRO budget.

===
December 2018
Both teams continue to meet regularly. The focus of the items group is currently a sensitivity analysis. Kallan has mocked up several versions of questions we might ask a panel (Qualtrics or TurkPrime) to rate. The group met and decided on the format and how the questions should be asked (what the response scale should be). The sensitivity analysis is expected to be done in the first part of 2019 (Jan or early Feb). The design team has had discussions and is leaning towards supporting one video platform (for various reasons). Andrew and Kallan met with Dean to rework the projections now that we have been assigned TSG resources. Projections will need to be reworked in the new year. Data collection is expected to be at a lower level for a longer period. The projections assume a more normal project cycle. The group may apply to MiCDA for some additional funding to do additional interviews that would be of benefit to the project and MiCDA. A mini proposal is due in early January. If accepted a formal proposal needs to be submitted by March 1.

===
November 2018
Both teams continue to meet. The design group has settled on the sample design. The team asked Raphael (from SMU) to come to one of the meetings to discuss ABS options. The items group is focusing in on a set of items to ask. We want to make sure to ask items that are sensitive or might have sensitive responses. We are discussing doing a sensitivity rating exercise similar to the one two New School graduate students did as part of their research.

===
October 2018
The project team meets regularly once a week to discuss design issues. A subset of the team (Kallan, Andrew, Fred, Michael and Ai Rene) meet once a week to discuss the items to be included in the questionnaire. Kallan has mocked up the questionnaire used as part of the iPhone project in Illume. She has also mocked up items with embedded videos to give a sense how that might work.

Special Issues

Cost
Apr 30, 2019

Total Cost to Date (Direct + Indirect):	68,326.60
Estimated Cost at Completion (E$AC):	377,300.15
Total Budget:	377,455.00
Variance (Budget minus E$AC):	154.85
Reason For Variance:	

Projections
Apr 30, 2019

Dollars Projected For Month:	19,371.07
Actual Dollars Used:	18,245.18
Variance (Projected minus Actual):	1,125.89
Reason For Variance:	Neither of Kallan's timesheets from January came through as January expenses. The January projections were pushed to February. After the March costs closed it seems the GSRA time if processed off-cycle which makes her projections a little tricky. Unused programming resources have been pushed forward.

Measures

	Units Complete	RR	HPI
Current Goal:	375	10%	
Goal at Completion:	375		
Current actual:	0		
Estimate at Complete:	375		
Variance:			

Other Measures