Survey Research Operations

Monthly Project Report

Sponsored Projects

January 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
(HRS 2018) Health and Retirement Study 2018
(HCDC, H&C) Housing & Children
(HRS-Neuro) HRS Neuroimaging Pilot
(MEM) Making Ends Meet
(MTF Web 2018) Monitoring the Future 2018 Web
(NSFG 2010-2020) National Survey of Family Growth
(YRS) Optimizing Youth Suicide Risk Screening and Triage In the Emergency Department
(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 planned to begin in April of 2019 and expected to conclude in August of 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), 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.

A broad overlap with the ACL5 study is expected with only about 15% of the questionnaire requiring revisions. But nonetheless, creating specification documentation for the updated instrument, programming specifications in Blaise 4.8, developing SurveyTrak sample management system for use in the SSL, building Weblog interface and creating Reports will be required.

The Core Study Team will conduct locating procedures and update sample records with information about deceased members. All living members of the Americans' Changing Lives cohort longitudinal study who participated in any of the previous 5 waves will be contacted by the Core Study Team for participation in ACL6 data collection. All surviving ACL respondents (currently estimated to be 1,588) are eligible to participate; there will be no screening for participation. In March 2019 the CST will deliver to SRO the panel sample to prepare for loading in sample management system. SRO will mail 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 1,262 interviews will be successfully completed. It is also anticipated that approximately 108 interviews may be conducted by proxy. 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, the interviewer will discuss the home visit and ask if the R is interested in participating. If R agrees, the interview will obtain oral consent for R to be contacted by a third party [TBD] to schedule this home visit. SRO will send the R a pre-home visit packet by mail, which will include: (a) a letter briefly describing this second part of the study; (b) the same consent brochure that was mailed in the pre-interview packet; (c) two copies of the informed consent brochure, one to sign and provide to the 3rd party vendor health professional and one to keep; and (d) a $50 incentive for participating in the home visit.

During the home visit, the health professional will collect the signed informed consent document. The signed UM consent form will be mailed by vendor to the Core Study Team, roughly the next business day after completing the interview.

SSL interviewers will be responsible for reminder calls related to the home visit (e.g. for respondents who do not return consent forms or 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:*	03/28/2019
SS Train Start:	04/02/2019	*SS Train End:*	04/03/2019
DC Start:	04/09/2019	*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) 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	Jan, 2019 (ACL6)	**Project Phase**	Implementing
Risk Level	*On Track*		

Monthly Update

Given the current timeline and uncertainty around the selection of a 3rd party vendor for the Home Visit (still pending) and work remaining before we go into the field, the PI confirmed her decision to shift production start to April 4 target date. This shift would allow more time to determine final design requirements of the Weblog system to meet the needs of the Home Visit Coordinator/3rd party vendor (TBD). We have discussed potential impact/costs for shifting field work start from March to April. We believe management time will be stretched, but programming will likely remain the same. SRO has agreed to provide Nick Prieur, the Research Manager, a 1-month cost estimate for the stretched timeline.

The ACL6 PI (with the guidance of ACL5 PIs) changed plan for interview incentive. We will now offer pre-incentive payment to all sample members. The $30 check will be included in the pre-interview packet mailing.

Estimated sample as of 11/29/18 is currently 1,588 surviving ACL panel members. However, the estimated sample included in the SRO proposal was 1,428. This is a sample difference of 160, in addition to the pre-incentive payment that wasn't in the original budget.

Grace, Rolfe and Terri met to discuss the impact a potential increase in sample size would have on the overall SRO budget and planned response. Nick Prieur, the Research Manager overseeing the overall ACL6 budget, has asked us

to track these and any other adjustments (e.g. Accurint locating services, shift in production start) in our SRO sub budget -- and he will readjust funds from parent account accordingly in the out years.

Also, the Field Operations rate has increased from $3.21/hour to $3.41/hour, and Field Hiring & Training rate is increased from $1.10 to $1.39 effective December 2018.

The project variance is now is $-24,300.45 overrun.

Original SRO Incentive Budget

1143 - Iws Completed (@$30; Total: $34,290)
980 - Rs Consenting to Home Visit (@$50; $49,000)
Set aside for End Game ($4,170)
Total: $87,460
----
w/Prepayment of Iw Token (using sample counts from SRO budget)

1428   - Potential Rs (@ $30; Total: $42,840)
980 - Rs Consenting to Home Visit (@$50; $49,000)
Total: $91,840
----
w/Prepayment of Iw Token (using updated sample counts received from Core Study Team on 11/29/18)

1588   - Potential Rs (@ $30; Total: $47,640)
980 - Rs Consenting to Home Visit (@$50; $49,000)
Total: $96,640

Special Issues

Cost
Jan 31, 2019

Total Cost to Date (Direct + Indirect):	50,061.41
Estimated Cost at Completion (E$AC):	720,100.45
Total Budget:	722,153.00
Variance (Budget minus E$AC):	-24,300.45
Reason For Variance:	1) PI's survey methods change: offer pre-incentives (vs. post-iw) to all surviving ACL panel members.

2) 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.

3) Data management hours and new employee's training/on-boarding, in addition to effort from a senior data manager to oversee their work.

We will submit our request to the Study Office for a budget reallocation after the sample is delivered (3/1/19). We expect our Total Budget to be increased and the overrun to be reduced at that time. We will continue to monitor & control other direct expense categories (i.e. programming and project management salaries).

See further budget details under Monthly Updates.

Projections
Jan 31, 2019

Dollars Projected For Month:	23,554.04
Actual Dollars Used:	21,348.96
Variance (Projected minus Actual):	2,205.08
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:		80%	
Goal at Completion:			
Current actual:			
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	Jan, 2019 (A-STARRS LS) **Project Phase** Implementing
Risk Level	*Some Concerns*

Monthly Update

    ☐   We have collected 9,030 Wave 2 main study interviews and 111 end game interviews as of January 29.

    ☐   The Year 5 contract modification was fully executed. Year 5 funding includes the cost of preparing and releasing PPDS survey data and the NSS neurocognitive test scores to ICPSR. The Year 5 extension (supplemental funding) is

under review at USUHS and HJF. This budget includes funding for releasing the STARRS-LS survey data.

☐   Enclave user support continued. We continue to work with ODUSA staff on overall security training coordination. U-M sent a reminder about the annual training renewal to project staff; completion was due to U-M January 31, 2019.

☐   USUHS is working with the VA on the request for National Death Index (NDI) data through the Joint VA/DoD Suicide Death Repository. U-M is writing an IRB amendment for the request to receive NDI data from the Centers for Disease Control.

☐   Per ODUSA request, we will be removing seven tables of raw admin data from the enclave and instructing data users to remove from their data/analytic files any constructs/variables derived from data from these tables.

☐   The U-M IRB is reviewing one protocol deviation and one protocol modification to update the Chaplain Safety Plan and add respondent verification questions to the questionnaire. A second protocol deviation and administrative updates to the Army STARRS protocols are under secondary review at USUHS.

☐   We provided information for the response to the GSC about the Safety Plan tables/activations, including documentation on the Safety Plan activation variables in the STARRS datasets. Going forward, we will produce the Safety Plan comparison tables on a quarterly basis.

☐   The research team sent a memo describing the plan for obtaining publicly available data for STARRS to the ODUSA.

☐   The public release of NSS Neurocognitive scores is complete. We started work on PPDS survey data for public use.

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 whether there will be a third wave of data collection is our biggest area of risk at this time. The timeline is tight assuming we want to launch data collection April 2020. If we do not receive funding by June 2019, we risk not having the available staff to do the work on time. Routine U-M resource planning is typically six to eight months out, so we are starting to get questions from SRO units about our planned scope and resource needs. We continue to keep SRO aware of our tentative plans and timeline.

o   We are assuming funding will be extended through June 2020; allowing us to continue to support the Enclave, and complete Wave 2 data collection.

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 continue to wait for decisions on additional public use data releases. There are several unknowns (especially with the NIH National Data Archive) that need to be clarified before we can finalize our scope and cost estimates, and determine what staffing will be needed for this work.

Cost
Jan 31, 2019

Total Cost to Date (Direct + Indirect):	10,368,714.00
Estimated Cost at Completion (E$AC):	12,855,188.00
Total Budget:	12,834,699.00
Variance (Budget minus E$AC):	-20,489.00
Reason For Variance:	We continue to adjust our costs each month, to reflect staffing and non-salary changes. This variance is less than 1% of the total five year budget. We will continue to update and work to reduce the cost variance by the end of this funding period (November 2019)

The decrease in the deficit was greater this month due to December being a short month and because we removed the hours/costs for a projected interviewer training, which we know will not take place.

The Year 5 contract modification was fully executed. Year 5 funding includes the remainder of the five-year award plus the cost of preparing and releasing PPDS survey data and the NSS neurocognitive test scores to ICPSR (these public use funds were added to our budget and reports).

Projections
Jan 31, 2019

Dollars Projected For Month:	273,609.00
Actual Dollars Used:	236,750.99
Variance (Projected minus Actual):	36,858.01
Reason For Variance:	Largely due to it being the short month of December (key salary lines under by ~$5,720). Respondent payments were $9,300 under

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

Risk Level   *Some Concerns*

Monthly Update   Project updates:

"BFY continues to struggle with interviewer attrition. We completed next round of hiring and Training in NE, MN, and NY. NE and MN hiring was very costly and yielded only 1 interviewer from each site. We may need another round in NE to secure enough staff to continue into Wave 1 and thus reduce the cost of hiring in Wave 1. Last round of hiring/training satisfied PIs requirement for a Somali interviewer on staff and shored up NY bilingual staff."

Data collection / Sample:

Production is on target to meet goals with exception of MN which is being addressed by SRO and the Pis. Current solutions include adding hospitals in MN and distributing the balance across other sites.

	Goal	Recruited	
Overall	642	582	+/-
Nebraska	160	175	15
New York	167	148	-19
Minnesota	150	74	-76
Louisiana	165	185	20

Staffing:

NE: 0 OS (1 moving to PSID; 1 diagnosed with West Nile virus and cannot get credentials at hospitals), 1 NH / 1 NH just trained (3 NH quit)
MN: 3 NH / 1 NH just trained
NY: 2OS, 2NH just trained
NOLA: 3 NH"

Technical system:

We are facing delays in implementing mid-wave address updates and the development has taken longer than anticipated and may impact January budget. We have some flexibility in adjusting the update protocol and it should not impact the project timeline/update protocol. We have also began implementation of the Age 1 protocol including survey, EEG, home video recording, and hair sample collection.

Finances:

Revised budget is being composed after adding supplemental funding for Age 1 in-person interviews.

Special Issues

Cost
Jan 07, 2019

Total Cost to Date (Direct + Indirect):	1,201,929.40
Estimated Cost at Completion (E$AC):	5,669,048.52
Total Budget:	5,528,696.00
Variance (Budget minus E$AC):	-140,352.52
Reason For Variance:	Starting in February, budget will be infused with supplemental Age 1 funding. Current overrun is related to increases in re-charges, onboarding costs and several unplanned rounds of hiring.

Projections
Jan 07, 2019

Dollars Projected For Month:	69,999.54
Actual Dollars Used:	75,916.22
Variance (Projected minus Actual):	-5,916.68
Reason For Variance:	Additional training, technical updates related to address update initiatives.

Measures

	Units Complete	RR	HPI
Current Goal:	642	—	7
Goal at Completion:	1000	—	7
Current actual:	582	—	9.14
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	Jan, 2019 (C.A.R.E.)	**Project Phase**	Initiation

Risk Level   *Not Rated*

Monthly Update   The CARE project team has been formed - (more to come...)

Special Issues

Cost
Dec 31, 2018

Total Cost to Date (Direct + Indirect):	16,041.34
Estimated Cost at Completion (E$AC):	703,730.61
Total Budget:	1,034,833.00
Variance (Budget minus E$AC):	331,102.39
Reason For Variance:	

Projections
Dec 31, 2018

Dollars Projected For Month:	3,088.33
Actual Dollars Used:	1,970.53
Variance (Projected minus Actual):	1,117.80
Reason For Variance:	

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, ꞁ 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	Jan, 2019 (ED-Stars Continuation) **Project Phase** Implementing
Risk Level	*Not Rated*

Monthly Update
Consenting continues for ED Stars Study 2 Respondents who are eligible to participate in the Continuation study. Currently 87 Case interviews and 161 Control interviews have been completed, for a total of 248 completed interviews. Overall RR is 81% for closed cases. 1092 Study 2 respondents have agreed to participate out of 1321, for an overall consent rate of 83% (both parents + teen). 139 sample lines have been determined ineligible due to no cell phone access which makes them unable to participate in the txt survey from Ubitrix. Weekly controls delivered have been increased to 12 from 8. We successfully completed new interviewer training in Jan. 4 new Iwers and 1 post-doc from the PI's group were trained. 2 were seasoned ED-Stars iwers. Two seasoned Warning Signs Iwers from whom the PI's had chosen model interviews demo'd how to establish time frame for the 48 hour period leading up to an attempt. This approach was helpful for the trainees. 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. Practice sessions have resumed since the closure break. 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.   Regarding project end date, PI has been kept abreast by month of increasing project costs and increasing overrun. We are beginning to discuss options to manage this overrun, with the PI. We have presented a budget to her estimating the lowest amount necessary to carry production into June 2020. She has not yet accepted or secured extra funds to continue past November 2019.

Special Issues

Cost
Feb 28, 2019

Total Cost to Date (Direct + Indirect):	340,345.56
Estimated Cost at Completion (E$AC):	575,688.47
Total Budget:	529,284.00
Variance (Budget minus E$AC):	-44,467.47
Reason For Variance:	Total budget dollars is $531,221.00 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 feedback sessions with PI's.

Projections
Feb 28, 2019

Dollars Projected For Month:	20,374.23
Actual Dollars Used:	19,923.76
Variance (Projected minus Actual):	450.47
Reason For Variance:	Variance is due to Iwer hours being spread across 3 ED Stars accounts, and difficulty in projecting hours due to unpredictability of when sample will come in.

Measures

	Units Complete	RR	HPI	
Current Goal:				
Goal at Completion:	1800			
Current actual:	248	81	2.36	
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:** 1,124,161.00 **InDirect Budget:** 618,287.00 **Total Budget:** 1,742,448.00
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:	Evanthia Leissou
Budget Analyst:	William Lokers
Production Manager:	_UnAssigned
Senior Project Advisor:	Kirsten Haakan Alcser
Production Manager:	Terri Ann Ridenour
Production Manager:	

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 Bill Lokers: Financial Analyst Gregg Peterson: Senior Technical Advisor Jeff Smith: Technical Lead Brad Goodwin: Data Manager Jeff Smith: Systems Programmer Ashwin Dey: Systems Programmer Paul Schultz: 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	Jan, 2019 (ECHO)	**Project Phase**	Implementing

Risk Level   *Some Concerns*

Monthly Update

[Phase 1: Recruitment]

MARCH sample recruitment continues in Detroit, Traverse City, Ann Arbor, and at IHA clinics affiliated with St. Joseph Hospital (Canton and Ann Arbor). The next hospitals to come onboard are in Grand Rapids and Saginaw. No dates yet have been set for recruitment in these hospitals. To date 517 women have been recruited.

[Phase 2: 3-Month Data Collection]

Babies born: 287
3-month sample released: 158
3-Month Interviews: 98
Production HPI: 3.13
Average Attempts / Iw: 7.53
Iw length: 32.13
RR: 63%

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 years). 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
Jan 22, 2019

Total Cost to Date (Direct + Indirect):	1,365,167.00
Estimated Cost at Completion (E$AC):	1,336,629.00
Total Budget:	1,742,448.00
Variance (Budget minus E$AC):	405,818.00

Reason For Variance: Year 2 ended Aug 31, 2018 with a significant underrun due to reduction in SRO's workscope.

Background information: In fall 2017, the ECHO Steering Committee leadership engaged in extensive protocol design discussions and it is expected to finalize the designs in fall 2018. The Michigan ECHO team hesitated to move forward with preliminary designs which delayed SRO's tasks and resulted in significant underrun.

In June 2018, the MSU team submitted a 5-year proposal (Sept 2018 - Aug 2023) to NIH which included a reduced work scope for SRO. The funds available for this submission were limited and after lengthy negotiations SRO submitted budgets to: 1) continue supporting the MSU team though the MARCH sample recruitment, 2) continue the 3-month data collection, and 3) develop and conduct the age 4 in-person interviews and assessments.

Year 3 cost information is as follows:

	Budget	Expense YTD	Projection Cumulative	Cost At Completion
Total Direct Cost	$294,340	$81,862	$248,471	$330,334
Indirect Cost	$164,829	$45,790	$139,144	$184,934
TOTAL	$459,169	$127,652	$387,615	$515,267
			($56,098.05)	

A request for carry forward funds will be submitted to the MSU study team in early February. These funds will be used to cover the expected overrun.

Projections
Jan 22, 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:	See Monthly Updates			
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	Jan, 2019 (HRS 2018) **Project Phase** Implementing
Risk Level	*Some Concerns*
Monthly Update	In the month of January, the project team has been working on production monitoring and support, respondent mailings, and testing. Technical development continued with SurveyTrak based on a change to the limited effort protocol criteria. Revisions to production management reports are in development to assist monitoring during the final months of data collection.
Special Issues	

Cost
Dec 31, 2018

Total Cost to Date (Direct + Indirect):	14,464,397.69
Estimated Cost at Completion (E$AC):	18,258,119.58
Total Budget:	16,916,872.00
Variance (Budget minus E$AC):	-1,341,247.58
Reason For Variance:	The projections have now been updated to reflect the anticipated hours required to complete data collection according to the current goals. We estimate an additional ~26,000 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 amount for the hours and associated costs is $1.3 million.

Projections
Dec 31, 2018

Dollars Projected For Month:	412,347.79
Actual Dollars Used:	520,315.30
Variance (Projected minus Actual):	-107,967.51
Reason For Variance:	The overrun in December was mostly attributable to higher-than-projected interviewer hours plus associated costs. The interviewer hour projections were updated after December actuals were processed (we were waiting for project staff feedback on the projected costs).

Measures

	Units Complete	RR	HPI
Current Goal:	18,900*	83%	8.0
Goal at Completion:	18,900	83%	8.0
Current actual:	16,319*	66%**	8.5
Estimate at Complete:	18,900	77%	8.7
Variance:	0	-6%	.7

Other Measures

*Including web interviews (1,504 completed so far)
**Field/SSL only

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 Jan, 2019 (HCDC, H&C)   **Project Phase** Implementing

Risk Level   *Some Concerns*

Monthly Update During January 2019, SRC activities included the following:
Task 1: Management, Budget and Work Plan
% Task Spent to Date
•   Held meetings with the research team to discuss project design, Wave 2 project scope and schedule, funding, production issues.
•   Reviewed/monitored budget. Revised and adjusted monthly projections based on April/May 2020 Wave 2 start dates.
•   Began preparing cost projections for various scenarios related to the delay in data collection: additional locating efforts, attrition training, extended months of management, various scenarios for interviewing effort.
•   Investigated alternative laboratories for dried blood spot analysis. Provided information to research team.
•   Began packing study materials for shipping to long-term storage. Reviewed final data deliverables, including respondent name & address fields. Prepared edits as necessary for respondent name & addresses.
•   Prepared and submitted an annual IRB Continuing Review application.

Task 2: Sampling
% Task Spent to Date
•   Worked on sample weights for the population and voucher samples.

Task 3: Questionnaire Development
% Task Spent to Date
•   Finalized the specification for the Wave 2 household eligibility screener (also called the cover screen).
•   Reviewed and edited the Household SAQs, Child SAQ.
•   Edited and translated address update card for panel maintenance; prepared final version of card.
•   Continued assembling data to create the preload data file for Wave 2 questionnaires.
•   Ordered supplies for storage of study materials.

Task 4: CAI Programming
% Task Spent to Date
•   Met with the technical team to discuss the study delay, development timeline and staffing.
•   Reviewed household eligibility screener with technical team. Began programming household eligibility screener.

Task 5: Systems Programming
% Task Spent to date

Tasks 6, 7: Interviewer Recruitment & Hiring, Training
% Task Spent to Date
•   Continued work to reassign interviewers to other data collection projects.

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
•   Continued work on Population and Voucher sample weights for Wave 1 data.
•   Finalized response rate report.

Task 11: Final Data Deliverables
% Task Spent to Date

Special Issues

Areas of Concern (changes shown in italics):
Wave 2
•   Questionnaires for Wave 2 were due on September 5, 2018 based on the budgeted Wave 2 data collection start date of May 2019. Questionnaire development for Wave 2□is running significantly behind schedule due to the late delivery of the PCG questionnaire, which in turn impedes development of a coversheet to determine family status. The questionnaire schedule was established to minimize cost and risk by optimizing the use of existing resources, both "fixed" costs that are not easily reallocated without losing them to the project (resources dedicated to project management) and limited resources due to the nature of the work, specifically those related to programming. The schedule change has subsequent cost implications.
•   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 existing deadlines.
•   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
Jan 10, 2019

Total Cost to Date (Direct + Indirect):	8,682,785.00
Estimated Cost at Completion (E$AC):	12,016,593.00
Total Budget:	11,843,058.00
Variance (Budget minus E$AC):	1,273,574.00
Reason For Variance:	The budget does not yet include 1.1 million of supplemental HUD funding. The Wave 2 data collection has been significantly delayed, and the project will experience a significant overrun due to the extended project period.

Projections
Jan 10, 2019

Dollars Projected For Month:	79,009.00
Actual Dollars Used:	45,776.00
Variance (Projected minus Actual):	33,234.00
Reason For Variance:	The research team has been late in delivering completed questionnaires, which has led to a delay in programming and technical development.

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 - 12/2019
Data Col Period 03/2019 - 11/2019
Security Plan NA
Milestone Dates

PreProduction Start:	01/15/2018	***Pretest Start:***	
Pretest End:		***Recruitment Start:***	
Staffing Completed:		***GIT Start:***	
SS Train Start:		***SS Train End:***	
DC Start:	03/25/2019	***DC End:***	12/31/2019

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	Jan, 2019 (HRS-Neuro)	**Project Phase**	Implementing
Risk Level	*On Track*		

Monthly Update [Protocols + IRB] Multi-Site Research / Coordinating Center application approved (inc. submitted contingencies) on 1/16/2019. UM Performance Site application required unexpected additional time to finalize and submit; UM Performance Site application submitted on 1/29/2019.

[Budget] Additional funding has been approved for two areas of work: (1) Additional project management/SPA hours and (2) scope expansion allowing post-scan follow-up with a sample of respondents. Although approved, the SRC/SRO teams are finalizing the details of funds-allocation and transfer.

[Production Schedule] UM Performance Site application approval not anticipated before late-February. As such, SRO training and data collection launch tentatively targeted for early March. Activation of NY-region and CA-region sample expected in early-May.

[External IRB] One imaging site at the University of Southern California has received IRB approval (10/9/2018); it is likely they will be submitting an amendment, including updates to the protocol (as well as recruitment materials). The third imaging site at Columbia University, in the process of finalizing their submission and hopes to submit by early-mid February.

[SRO Technical Development] Development of a Weblog-based sample-management/data capture system used by site teams is in progress and is anticipated to be finalized in early-mid February, 2019. Systems architecture and data security discussed with external site teams toward ensuring our approach aligns with SRO practices.

[Site Infrastructure / Protocols] Providing support to external sites to ensure they can access our Weblog-based data capture system (which requires VPN access as of 1/14/2019), as well as transmit files via secure FTP. Finalizing expectations with site teams regarding calculation and issuance of travel expense reimbursements for respondents.

Special Issues

(1) Considerations for interviewer training / communication protocol, given high respondent burden but narrow SRO interviewer role
(2) Managing complex workflow across multiple external sites with different operational considerations and internal protocols
(3) Making efficient use of hours of TSG staff, given somewhat high need and low projections

Cost
Dec 31, 2018

Total Cost to Date (Direct + Indirect):	59,968.66
Estimated Cost at Completion (E$AC):	185,578.91
Total Budget:	186,299.00
Variance (Budget minus E$AC):	720.09
Reason For Variance:	MPR (both project-level and month-level) details updated to reflect approved additions to the Neuroimaging Budget - (1) Approximately $27,000 for additional project management hours approved in early-2018; (2) Approximately $5,000 for post-scan follow-up effort. These figures are now reflected in new Total Budget figure.

Projections
Dec 31, 2018

Dollars Projected For Month:	9,247.98
Actual Dollars Used:	11,138.61
Variance (Projected minus Actual):	1,890.63
Reason For Variance:	(1) Technical development (specifically Web Logging) extended through early-February. Unused hours from December have been pushed forward.

Measures

	Units Complete	RR	HPI
Current Goal:	105	65%	3.0 (tentative)
Goal at Completion:	N/A	N/A	N/A
Current actual:	N/A	N/A	N/A
Estimate at Complete:	N/A	N/A	N/A
Variance:	N/A	N/A	N/A

Other Measures

[SRO Recruitment Rate - Current] - N/A
[SRO Recruitment Rate - Goal at Completion] - 90.0%

Project Name	Making Ends Meet (MEM)
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:	YCombinator Research Basic Income Study
Sample Mgmt Sys	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	Jan, 2019 (MEM)	**Project Phase**	Implementing

Risk Level   *Not Rated*

Monthly Update

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 **Dec 31, 2018**		
Total Cost to Date (Direct + Indirect):	384,418.64	
Estimated Cost at Completion (E$AC):	2,032,075.96	
Total Budget:	1,963,818.00	
Variance (Budget minus E$AC):	-68,257.96	
Reason For Variance:	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 **Dec 31, 2018**		
Dollars Projected For Month:	54,912.38	
Actual Dollars Used:	31,442.93	
Variance (Projected minus Actual):	23,469.45	

Reason For Variance:

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	Monitoring the Future 2018 Web (MTF Web 2018)
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects **Project Status** Current
Budget	***Direct Budget:*** 250,581.00 ***InDirect Budget:*** 137,941.00 ***Total Budget:*** 388,522.00
Principal Investigator/Client	John Schulenberg (UM-SRC)
Funding Agency	
IRB	***HUM#:*** HUM00131235 ***Period Of Approval:*** In 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-WPSP Year 3/MTF Illume Web 2017. However, this is no longer a pilot study - 50% of the regular MTF sample is being asked to complete the survey via web. We added $224,636 to the budget. The new budget includes some development/programming work for 2019.

SRO will program and test the same six survey versions as the current (2017) project (which will be updated in December 2017 for changes in 2018) in Illume, assuming no more than one-third of the content is altered. After testing is complete, SRO will launch the 2018 Web survey data collection with an estimated 6,215 cases (the full MTF panel sample) identified by the Principal Investigator who will deliver the contact information including e-mail address to SRO. Web survey data collection will replace aspects of the standard mail-based data collection. Both 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.

The budget assumes an overall SRO involvement period of 13 months commencing in December 2017 with the data collection taking place during a 5-month period, beginning April of 2018. The total cost for this work is estimated at $224,636 ($79,788 direct, $79,788 indirect), budgeted at the currently negotiated on-campus recovery rate of 55% for year 1 and 56% for year 2.

SRO Project Period	12/2017 - 11/2019
Data Col Period	04/2018 - 08/2018
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 Peng, Lloyd Hemingway, Shaowei Sun, Minako Edgar, Peter Sparks, Ashwin Dey
Other Project Names:	MTF Illume Web 2018
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	Jan, 2019 (MTF Web 2018)	**Project Phase**	Closing

Risk Level　　　*Not Rated*

Monthly Update

01/2019
New budget is being created. MTF Staff will be programming edits to old forms. SRO to program new forms.

12/2018
New budget to be negotiated.

11/2018
Web Survey data was delivered.

10/2018
Web Survey will be at 5:00 p.m. Friday October 26. Programming has started for the 35 and over forms.

09/2018
The web-survey will be closed in mid-October., We are resending reminders to Rs who have started and not completed the survey and Rs who have not started. For the next production Study Staff should draft and schedule more email reminders.

07/2018
Another set of unscheduled emails was sent in July. Response rate for the web sample is currently 34.37%. Another set of unscheduled emails were sent in July.

06/2018
Unscheduled reminder emails were sent in an effort to boost RR.

05/2018
Non-response training was May 16, 2018, certification began May 16th and NR calling started. Web Survey RR is 30.31%. SRO is to meet with Study Staff to discuss programming for 2019.

04/2018
The survey went online April 10th, the day that MTF Staff mailed out their letters. Email invitation went out on April 13th and an email reminder was sent on April 24. We currently have a 19% RR.

03/2018
Migration to the SRO production survey is complete and testing continues. We are now conducting testing in the production server environment. All 6 forms have been signed off and the first round of testing in prod is almost complete.

02/2018
All 6 forms were programmed and are being tested by Study Staff, parallel to this programmers are making edits as reviews come in. RIMS (MTF database) is being migrated to a SRO server. Steps were taken to cleanup and streamline the database prior to migrating it to the SRO test server. Database operations are now taking place in the test server. Once the determination is made that all is clear and working as should - the final migration will be made to the production server. If all goes well migration to the production server is scheduled for February 26th.

Special Issues

Cost
Dec 31, 2018

Total Cost to Date (Direct + Indirect):	361,286.41
Estimated Cost at Completion (E$AC):	384,164.54
Total Budget:	388,522.00
Variance (Budget minus E$AC):	4,357.46
Reason For Variance:	Some development work for 2019 production, to be completed in 2018, is in the budget - this has not been fully projected.

Projections
Dec 31, 2018

Dollars Projected For Month:	25,925.82
Actual Dollars Used:	19,896.93
Variance (Projected minus Actual):	6,028.89
Reason For Variance:	

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   Jan, 2019 (NSFG 2010-2020)   **Project Phase**   Implementing

Risk Level   *On Track*

Monthly Update   We are now in Week 5 of Q30. There are currently 418 main interviews and 2186 screeners completed. The average for this point in the quarter is 483 main and 2186 screeners, and 558 main and 2316 screeners average since the age range expansion, so we are behind on both main and screeners when compared to this point in the to the average for this quarter and since the age range expansion. The Screener completion rate is low when compared to the average for this quarter and since the age range expansion. The Main completion rate is also lower than the average for the quarter and since the age range expansion. The completions rates are: Screener 33.7% this quarter, 41.3% average for this quarter, 42.7% since the age range expansion; Main 50.4% this quarter, 54.2% average for this quarter, 56.7% since the age range expansion. The current HPI is 12.5. It is higher than the average for this point in the quarter, 10,

and since the age range expansion, 10.3. We expect HPI to go down as we progress through the quarter the focus is more on completing main interviews rather than completing screeners, although we are discussing strategies for lowering HPI. Severe weather has played a role in lower production numbers this quarter. Last week, all but one of the segments in one half of the country were affected by weather, and the remaining one had a high percentage of limited access buildings. This week we are seeing record breaking severe weather and expect production to continue to be slow until it breaks. The PM, TL's and Iwers, are working to make up hours that are missed due to severe weather. We are training 22 new hires and 1 on-staffer in the March, 2019 interviewer training, to staff 16 areas. Planning for this training is on track. We have noticed more than usual limited access buildings the last few quarters. We have been sending paper screeners to these sample lines as well as having a PI follow up with building management to discuss permission for entry. We have seem some success with paper screeners and the phone calls, although screener completion rate and yield have been affected.

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
Dec 07, 2018

Total Cost to Date (Direct + Indirect):	39,696,975.31
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
Dec 07, 2018

Dollars Projected For Month:	512,459.80
Actual Dollars Used:	494,120.40
Variance (Projected minus Actual):	18,339.40
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:	1350	68%	10.0
Goal at Completion:	5000	79%	10.0
Current actual:	418	33.7	12.5
Estimate at Complete:	4972	61.8%	10.3
Variance:	28	18.2%	.3

Other Measures

The goals represent Q30 goals and actuals. We are currently in Week 5 of Quarter 30. 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	Optimizing Youth Suicide Risk Screening and Triage In the Emergency Department (YRS)
Project Mode	Primary: Telephone Total of Modes: 1

Project Type	Sponsored Projects	**Project Status**	Current

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

Principal Investigator/Client	Cheryl King (Professor of Psychiatry, University of Michigan)
Funding Agency	
IRB	**HUM#:** **Period Of Approval:**
Project Team	**Project Lead:** Esther H Ullman
	Budget Analyst: Janelle P Cramer
	Production Manager:
	Senior Project Advisor: Kirsten Haakan Alcser
	Production Manager:
	Production Manager:
Proposal #:	no data
Description:	This multi-site collaborative project proposes to implement a "universal suicide risk screen" strategy with eligible youths, ages 12-17, who present at one of 14 emergency departments across the country. The research team will conduct initial screening of approximately 9,090 youths randomly chosen in these emergency departments (ED), over a period of two years. Based on the results of the screening, youths will be contacted for follow-up (youths who present with an actual suicide or self-injury concern, youths who present with at least two suicide risk factors, and youths at low/no risk for suicide) by the Survey Research Center's (SRC) interviewing staff in Survey Research Operations (SRO). SRO will receive electronic files with contact information for the selected youths on a flow basis, with the expectation of receiving approximately 4,360 in total. Using computer-assisted interviewing techniques from our centralized telephone facility (Survey Services Lab, or SSL) on the Ann Arbor campus, we will attempt contact with each selected respondent's parent and then the respondent, with the goal of completing brief (10-minute) interviews with ~85% of the respondents 3 months after their ED screening, and ~80% of these same respondents 6 months after their ED screening
SRO Project Period	03/2015 - 06/2019
Data Col Period	07/2015 - 12/2018
Security Plan	NA
Milestone Dates	

PreProduction Start:		**Pretest Start:**	
Pretest End:		**Recruitment Start:**	
Staffing Completed:		**GIT Start:**	
SS Train Start:	09/21/2015	**SS Train End:**	09/24/2015
DC Start:	09/28/2015	**DC End:**	

Other Project Team Members:	
Other Project Names:	
Sample Mgmt Sys	SMS
Data Col Tool	NA
Hardware	Desktop
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, Other (Amazon gift card (Project staff))
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2019 (YRS)	**Project Phase**	Implementing
Risk Level	On Track		
Monthly Update	There are currently no new "6 month" interviews, the remaining lines are "3 month only". All sample has been released. The sites completed data collection in September so final cases were delivered in December and data collection should be completed in by early Feb 2019. Close-out activities for the project will occur in Feb and March.		

The consenting of respondents to join the 24 Hour Warning Signs study continues as part of the final ED-STARS interview and is currently above the client goal of 80%- at 83%.

The response rate is lower than the PI wanted, and lower than in Study 1. Different recruitment criteria were used for the two studies and this is the most likely reason for the difference (since effort and attempts are even higher in Study 2 than Study 1). This will be explored more in the final report.

Special Issues

Cost
Jan 31, 2019

Total Cost to Date (Direct + Indirect):	1,907,456.73
Estimated Cost at Completion (E$AC):	1,968,139.63
Total Budget:	1,979,245.00
Variance (Budget minus E$AC):	11,105.37
Reason For Variance:	allowing some extra funds to remain for finalizing data delivery and final reports and archiving after data collection ends in Feb.

Projections
Jan 31, 2019

Dollars Projected For Month:	39,428.34
Actual Dollars Used:	37,192.46
Variance (Projected minus Actual):	2,235.88
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:	3831	75%	
Goal at Completion:	4800		
Current actual:	3610	63%	1.45
Estimate at Complete:	3700		
Variance:			

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

Project Name	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:** 5,600,000.00 **InDirect Budget:** 3,100,000.00 **Total Budget:** 8,700,000.00
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 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:**
Pretest End:	**Recruitment Start:**
Staffing Completed:	**GIT Start:**
SS Train Start:	**SS Train End:**
DC Start:	**DC End:**

Other Project Team Members:	
Other Project Names:	
Sample Mgmt Sys	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Laptop; [UM cell] Phone
DE Software	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	Jan, 2019 (CDS-19) **Project Phase** Initiation
Risk Level	Not Rated
Monthly Update	Management and financial work began in September 2018. All other SRO work kicked off in January 2019 (kick-off mtg held on 1/7/19). First tech team meeting held on 1/29/19. Began regular management meetings with full team. Still identifying key staff. Began working with DCS on recruitment, pretest training, and production training plans. Collaborating with Core management team regarding staff and sample across projects. PI approved main and supplemental budgets on 1/21/19 but then asked additional questions; now clarifying with PI if additional scope should be included. Need guidance from PSID on how to manage finances since main budget is a grant and supplemental budget is from a foundation; full project budget has not been loaded in CRS yet. Woodcock Johnson assessments

were purchased with 2018 pricing and delivered on 1/23/19.

Special Issues

Cost
Dec 31, 2018

Total Cost to Date (Direct + Indirect):	66,720.24
Estimated Cost at Completion (E$AC):	8,567,539.32
Total Budget:	8,700,000.00
Variance (Budget minus E$AC):	132,460.68
Reason For Variance:	Budget was not approved in December 2018 - all projections have yet to be entered

Projections
Dec 31, 2018

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

"Additional funding for SWEL has been secured and will be . The most immediate production initiative related to approved funding is increasing respondent incentives from $90 to $200. Increase in incentives is expected to reduce no-shows and reduce the HPI.
"

Data collection / Sample:

"Stats: As of now, 91 completes of 300. Respondents received updated PCL letters offering $200. We expect pace of interviewing to pick up to 6 - 8 completes per week. SWEL has 467 available local sample to meet the goals. Project staff also considering screening/inviting related HH members.

SSL continues to call on behalf of SWEL to increase chance of contact and cooperation. SSL has attempted 90% of released cases but 81% still have no contact.

SWEL is also engaging an SRO tracker to see if we can find some of the respondents whose contact information has been extinguished.

Data collection is expected through 2019."

Staffing:

5 + 1 interviewers working part time. The + 1 on-staffer was trained 1/31 and expected to start soon. We also picked up a TL who worked on DEWS to help with coordinating R setup and other tasks. One interviewer continues working phone only due to health issues. Locator is also engaged in trying to find new contacts.

Technical system:

"SWEL will be sending PCL emails as one-off on-demand tasks. TSG is also updating SWEL DRI to the system rolled out for BFY.
TSG implemented changes to EDU to reflect a higher payment of $200."
Finances: SWEL received additional funding and is updating budget projections. New bottom line is expected with January update.

Special Issues

Cost
Jan 31, 2019

Total Cost to Date (Direct + Indirect):	673,531.83
Estimated Cost at Completion (E$AC):	760,158.00
Total Budget:	760,158.00
Variance (Budget minus E$AC):	0.00
Reason For Variance:	Additional SWEL funding will be reflected in the January cost report expected later this week.

Projections
Jan 31, 2019

Dollars Projected For Month:	31,782.65
Actual Dollars Used:	34,400.57
Variance (Projected minus Actual):	-2,617.92
Reason For Variance:	

Measures

	Units Complete	RR	HPI
Current Goal:	300	63%	11
Goal at Completion:	300	63%	9.3
Current actual:	91	20%	28
Estimate at Complete:	300	63%	16
Variance:	0		6.7

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:	02/01/2019	***DC End:***	02/25/2019

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	Jan, 2019 (SCA 2019)	**Project Phase**	Initiation
Risk Level	*On Track*		
Monthly Update	The February SCA did not begin as scheduled on 1/30/2019 due to severe weather which closed the University (as well as the SSL); it began instead on Friday, 2/1/2019 the first day the lab and the University re-opened. Despite the 2 day closure and several other days of inclement weather the February SCA ended as scheduled on Monday, 2/25/2019.		

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 February when we completed 601 interviews with a 401/200 split. HPI, though still above goal (3.45) was lower in February (3.7) than it had been in January (4.0).

Special Issues

The company from which our sample is derived implemented a new delivery system in January which resulted in an increase in telephone numbers that are non-active, reaching busy signals only, from a previous 2.5% to nearly 10% in January, affecting HPI as well as the total sample that was released. This trend continued in February.

Cost
Feb 08, 2019

Total Cost to Date (Direct + Indirect):	50,524.72
Estimated Cost at Completion (E$AC):	1,042,096.00
Total Budget:	0.00
Variance (Budget minus E$AC):	0.00
Reason For Variance:	

Projections
Feb 08, 2019

Dollars Projected For Month:	69,128.73
Actual Dollars Used:	49,785.04
Variance (Projected minus Actual):	19,343.69
Reason For Variance:	SurveyTech (iwer) hours were lower than anticipated during the month of January.

Measures

	Units Complete	RR	HPI
Current Goal:	600		3.45
Goal at Completion:	600		3.45
Current actual:	601		3.7
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	Jan, 2019 (Variations in Math)	**Project Phase**	Implementing
Risk Level	*Not Rated*		

Monthly Update

This past month we have been preparing for the Spring observations (data collection) which will begin at the end of February. There are many things to prepare and we have already started emailing, texting and phoning teachers who had an observation in the Fall for their preferred observation time this Spring. This task needs a lot of time and also reminders.

We are also preparing for a refresher training session that will run over two sessions in mid February for 2 hours each. This will be done in conjunction with the SRC YPL project staff and they will provide links to training videos and the expertise on refining observations based on feedback from the Fall. All of our observers are scheduled to return, so this makes this part easier. (We won't need to schedule another NYC training session).

Special Issues

Cost
Feb 28, 2019

Total Cost to Date (Direct + Indirect):	140,771.23
Estimated Cost at Completion (E$AC):	258,087.09
Total Budget:	383,849.00
Variance (Budget minus E$AC):	125,761.91
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 are not sure if we will need to train additional observers for Spring. If all of our existing interviewer/observers return, then we will have a fairly significant project budget under-run.

Projections
Feb 28, 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#: HUM00149810 **Period Of Approval:** 7/13/18-7/12/19

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
	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
	Hueichun Peng - appointment setting module
	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 (Webcams)
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group; Other
Payment Type	Cash, prepaid ($2); Other ($2 giftcode, prepaid; $20 giftcode, post)
Payment Method	Imprest Cash Fund from ISR Business Office; Other (HSIP)

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

Monthly Update

January 2018
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
Jan 31, 2019

Total Cost to Date (Direct + Indirect):	22,247.79
Estimated Cost at Completion (E$AC):	377,178.94
Total Budget:	377,455.00
Variance (Budget minus E$AC):	276.06
Reason For Variance:	

Projections
Jan 31, 2019

Dollars Projected For Month:	15,091.87
Actual Dollars Used:	5,263.78
Variance (Projected minus Actual):	6,173.95
Reason For Variance:	Neither of Kallan's timesheets from January came through as January expenses. The January projections for her have been pushed to February when they hopefully will come through. 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