

Survey Research Operations

Monthly Project Report

Sponsored Projects

December 2014



Sponsored Projects

(Army STARRS) Army Study to Assess Risk and Resilience in Servicemembers

(HRS 2014) Health and Retirement Study 2014

(CogVal) HRS Cognitive Diagnosis Validation Study

(HRS Screening Initiatives) HRS Screening Initiatives

(MTTS) Mathematics Teachers & Teaching Study

(MILES) MILES Lupus Study

(MTF-WPSP Year 2) Monitoring the Future Web Programming and Survey Pilot

(NSFG 2010-2020) National Survey of Family Growth

(AHRB) Neurodevelopmental Pathways in Adolescent Health Risk Behavior

(PSID-CE (aka FES-CE)) Panel Study of Income Dynamics Childhood Experiences Web/Mail Project

(SRS W3) Social Relations, Aging and Health: Competing Theories and Emerging Complexities, Wave 3

(SCA 2014) Surveys of Consumer Attitudes

(SCIP-2014) Sustainability Cultural Indicators Program-2014

(CDS 2014) Transitions from Preschool through High School: Family, Schools and Neighborhoods

Project Name Army Study to Assess Risk and Resilience in Servicemembers (Army STARRS)

Project Mode Primary: Class SAQ Secondary: Mixed Total of Modes: 8

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 25,000,296.00 ***Indirect Budget:*** 6,478,176.00 ***Total Budget:*** 31,478,471.00

Principal Investigator/Client Steve Heeringa (University of Michigan)
James Wagner (University of Michigan)

Funding Agency

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

Project Team

Project Lead: Nancy J Gebler
Budget Analyst: William Lokers
Production Manager: Ruth B Philippou
Senior Project Advisor: Beth-Ellen Pennell
Production Manager: Margaret Lee Hudson
Production Manager: Andrew L Hupp

Proposal #: no data

Description: The Study to Assess Risk and Resilience in Service Members (STARRS) is the largest study of suicide and mental health among military personnel ever undertaken. The purpose of the collaborative study is to identify modifiable risk and protective factors and moderators of suicidal behavior, to help inform the Army's ongoing efforts to prevent suicide and improve Soldiers' overall psychological health and functioning. To do this, investigators from the Uniformed Services University of the Health Sciences (USUHS), the University of Michigan, Harvard Medical School, the University of California-San Diego, and the National Institute of Mental Health will conduct an epidemiologic study of mental health, psychological resilience, suicide risk, suicide-related behaviors, and suicide deaths in the Army. The study will evaluate representative samples of Soldiers across all phases of Army service, both retrospectively and prospectively. Army STARRS is not a single study, but rather an integrated design of seven epidemiologic and neurobiologic studies: All Army Study (AAS), New Soldier Study (NSS), Historical Administrative Data Study (HADS), Pre-Post Deployment Study (PPDS), Clinical Reappraisal Study (CRS), and two Soldier Health Outcomes Studies (SHOS-A and SHOS-B).

SRO Project Period 07/2009 - 06/2015

Data Col Period 01/2011 - 04/2014

Security Plan Yes

Milestone Dates

PreProduction Start: 07/01/2009

Pretest End:

Staffing Completed:

SS Train Start:

DC Start:

Pretest Start:

Recruitment Start:

GIT Start:

SS Train End:

DC End: 04/30/2014

Other Project Team Members: Lead Team: Lisa Holland, Lisa Lewandowski-Romps, Lisa Wood, ZoAnne Blackburn, Theresa Short, Andrew Hupp, Margaret Hudson, Kathy LaDronka, Bill Lokers, Andrew Piskowrowski, Kyle Kwaiser, Ryan Yoder, Ruth Phillippou, Lisa Cam, Nancy Gebler

Other Project Names:

Sample Mgmt Sys SurveyTrak; SMS; Project specific system (GSMS and PPDSMS)

Data Col Tool Blaise IS

Hardware Laptop; Desktop; Paper and Pencil

DE Software Blaise 4.8 BIA ; Other (GSMS for logging); External vendor (Apperson and ITS for scanning)

QC Recording Tool Live monitoring; Other (Olive system)

Incentive Yes, R

Administration SRO Group

Payment Type Cash, post (\$20, \$25, \$50)

Payment Method Imprest Cash Fund from ISR Business Office

Report Period Dec, 2014 (Army STARRS) **Project Phase** Implementing

Risk Level On Track

Monthly Update In December, project activities continued to be focused on analysis; user support; and work with biomarker data. Documentation took a back seat due to limited staff availability. We are still awaiting word on STARRS2 funding, as

well as approval from the Army on release of public use data files to ICPSR. Below is a summary of December activities and issues.

1. Management
 - a. Project management: Not much progress was made on project documentation due to staff being assigned to other activities. Cost monitoring and staff support were ongoing throughout the month. We are starting to plan for STARRS2; this month we began working on updating the staffing plan and cost estimate for STARRS2 with some basic assumptions, despite no new news from USUHS or HJF.
 - b. The quarterly report was submitted to NIMH for the second quarter of Year 6.
 - c. Finance: Our November costs were \$127,244 total, which is an under-run of \$6,385 or 4.8% of our projected cost for the month. Projections were largely unchanged this month, resulting in a decrease in our projected over-run from \$31,321 to \$24,276. We expect the amount of the projected over-run to go down in the coming months.
 - d. Contract: a revision to the PAF-R is awaiting signature in the SRC Directors office.
 - e. Staffing: No issues for the current project, but we need to get the STARRS2 team lined up soon, and are still waiting for information from USUHS/HJF.
 - f. IRB: Continuing renewals were approved, no issues.
 - g. Security: Team members are working on annual training renewals. We will be reviewing the Level 2 list of staff members and asking those who are still (or will be) working on the project in 2015 to review security policies on an annual basis, to ensure continued diligence.
2. Awaiting Army decisions: We continue to track two key issues under review at the Army. We continue to wait for formal written notification from the Army (and in the case of GWAS, we need USUHS IRB approval as well).
 - a. Public use data release of AAS and NSS primary data to ICPSR: The Army has determined that the Virtual Data Enclave (VDE) will be their preferred method for data dissemination. UMich has been asked to submit a final draft of the user agreement and other documentation for the VDE option.
 - b. Request to release GWAS (genetic) data to PGC (Psychiatric Genomics Consortium) and Emory University for further analysis: We have been notified that the Army will approve this, but have not yet received the approval letter.
3. Research Data Enclave
 - a. We received the results of our annual security audit with Army Analytics Group, with positive comments.
 - b. Drop box activity and support continues, no issues.
 - c. The team continues to respond to user inquiries and process Army/DoD data and metadata updates as needed.
 - d. The team continues to receive and process biomarker data. In December we received and processed a large number of requests for data transfer. There was a bit of confusion on what the correct procedures are for requesting and approving data transfer, and we worked with USUHS to document our procedures for requesting and approving data transfer. We also have been asked to update and distribute the list of data files residing outside of the UM systems (Enclave/Flux) on a monthly basis. That will begin in January.
 - e. The ISR power outage this month took the Enclave down along with everything else, users were notified and no major issues were reported.
 - f. Users were also notified of SRO closure dates, the drop box will not be staffed during this period. No requests for holiday drop box requests were received.
4. Analysis/publications:
 - a. We updated and loaded the AAS stratum and cluster fields into the Enclave, and transmitted updated files to ICPSR
 - b. The AAS team continues its work on the AAS banner/chart book tables. The team is waiting for feedback from Harvard on the list of items for inclusion. The tables will be run early 2015.
 - c. Work on the injury/accident and methods analyses continues.
5. Archiving and documentation: little progress was made on documentation this month due to other activities taking up staff time. We hope to get back to these activities in the near future.
 - a. Archiving for PPDS Time 3 and SHOS-B data: to be done
 - b. NSS survey methodology report is close to being finished.
 - c. Survey methodology reports for AAS, PPDS, other components: to be done
 - d. The Report of SRO Activities is being worked.
 - e. We have an outline for the final report to the Army; the PI's are holding off on making assignments for now.
6. Public use data files: still on hold, Michigan was asked to write up materials and plans for VDE option. We also need to evaluate cost implications of this option.
7. Data management activities: the team continues to be busy.
 - a. The team resolved the SHOS-A ID/blood-consent reconciliation, resulting in the request for destruction of five blood samples that could not be linked to a consent form. The MasterID table was also updated.
8. Participant outreach: Work is complete. The working group is considering whether or not to schedule another email this spring.
9. Related projects
 - a. Workplace violence: work continues, no issues.
 - b. STARRS2: We were asked to supply letters of intent but have not received any details about scope, timeline, or budget. We plan to push for decisions in January, to enable our team to firm up plans for 2015 and beyond.
10. Upcoming Meetings: The next IPR (Interim Progress Review) will be scheduled for early 2015; and a meeting of the SAB (Scientific Advisory Board) will be scheduled for April at UCSD.

Special Issues

We continue to wait for decisions on STARRS2 and the release of public use data files. There is a lot of documentation that still needs to be done, and other issues continue to push that to the back burner. We will need to focus on that heavily in the last six months of the project.

Cost
Dec 09, 2014

Total Cost to Date (Direct + Indirect): 30,447,456.00
Estimated Cost at Completion (E\$AC): 31,502,748.00
Total Budget: 31,478,471.00
Variance (Budget minus E\$AC): -24,277.00
Reason For Variance: Added scope for Year 6 resulted in more staff time being needed. We expect this projected deficit to go down in the lasts six months of the project. If necessary, we will negotiate a scope reduction or additional funding to bring our cost variance to zero.

Projections
Dec 09, 2014

Dollars Projected For Month: 133,629.00
Actual Dollars Used: 127,244.00
Variance (Projected minus Actual): 6,385.00
Reason For Variance: Fewer staff hours were worked than projected

Measures

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

Other Measures

Project Name	Health and Retirement Study 2014 (HRS 2014)													
Project Mode	Primary: Mixed Total of Modes: 2													
Project Type	Sponsored Projects		Project Status	Current										
Budget	Direct Budget:	12,565,944.00	Indirect Budget:	4,523,742.00 Total Budget: 17,089,686.00										
Principal Investigator/Client	David Weir (SRC) Mary Beth Ofstedal (SRC) Ken Langa (SRC)													
Funding Agency														
IRB	HUM#:	HUM00061128	Period Of Approval:	2/5/2014 - 2/4/2015										
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:	Piotr Dworak												
Proposal #:	no data													
Description:	<p>The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of US residents aged 50 years and older. Every six years (three waves) a new cohort of US residents aged 50 to 55 are screened in to the study to maintain representativeness. In 2004, the early baby boomers were screened in and completed a baseline interview. In 2010, the mid baby boomer cohort was added as well as a minority oversample of both early and mid-baby boomers. In 2016, the late baby boomer cohort will be added. A series of physical measures and biomarkers are collected with half of all living respondents each wave as well as a self-administered questionnaire. Additionally, permission to link to Social Security Administration records and Veterans Administration (VA) records is requested. The HRS 2014 sample size is 23,029.</p>													
SRO Project Period	01/2014 - 01/2015													
Data Col Period	02/2015 - 12/2014													
Security Plan	Yes													
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PreProduction Start: 06/01/2013</td> <td style="padding: 5px;">Pretest Start: 11/06/2013</td> </tr> <tr> <td style="padding: 5px;">Pretest End: 11/20/2013</td> <td style="padding: 5px;">Recruitment Start:</td> </tr> <tr> <td style="padding: 5px;">Staffing Completed:</td> <td style="padding: 5px;">GIT Start: 03/19/2014</td> </tr> <tr> <td style="padding: 5px;">SS Train Start: 02/24/2014</td> <td style="padding: 5px;">SS Train End: 02/26/2014</td> </tr> <tr> <td style="padding: 5px;">DC Start: 02/28/2014</td> <td style="padding: 5px;">DC End: 03/07/2015</td> </tr> </table>				PreProduction Start: 06/01/2013	Pretest Start: 11/06/2013	Pretest End: 11/20/2013	Recruitment Start:	Staffing Completed:	GIT Start: 03/19/2014	SS Train Start: 02/24/2014	SS Train End: 02/26/2014	DC Start: 02/28/2014	DC End: 03/07/2015
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DC Start: 02/28/2014	DC End: 03/07/2015													
Other Project Team Members:	Jaime Koopman (Project Manager), Ian Ogden (Project Assistant), Heather Rejto (Project Assistant),													
Other Project Names:														
Sample Mgmt Sys	SurveyTrak													
Data Col Tool	Blaise 4.8													
Hardware	Laptop													
DE Software	N/A													
QC Recording Tool	DRI-CARI													
Incentive	Yes, R													
Administration	SRO Group													
Payment Type	Check, prepaid (80.00)													
Payment Method	Check through STRak RPay System													

Report Period	Dec, 2014 (HRS 2014)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<p>In December, data collection continued. We are currently about 5-6 weeks behind where we were in 2012 at this point. We reached an 81% response rate in weeks 36/37 in 2012 and it took us until week 41 to reach 81% in 2014. In 2012, it took 15 additional weeks after reaching 81% in order to finish data collection. At that pace, we would need to run through March (but that would assume we can keep up with 2012 pace, but we continue to fall behind). The last 15% of interviews require a huge amount of effort. We need to see what we can do by week 51 when approximately 20 of our interviewers are slated for PSID training. We will have a meeting with HRS staff in early January to fine-tune</p>		

our targets. We are currently in week 42 of production and we have approximately 1,600 more interviews to reach our current target response rate.

Special Issues

Cost
Nov 30, 2014

Total Cost to Date (Direct + Indirect): 14,949,908.87
Estimated Cost at Completion (E\$AC): 16,862,065.32
Total Budget: 17,089,686.00
Variance (Budget minus E\$AC): 227,620.68
Reason For Variance: Projection revisions have now been made on the respondent payment budget line, including both respondent payments and check voids. The variance (\$227K) will be used to cover projected costs for the web/CATI Blaise 5/MSMS project (to be added).

Projections
Nov 30, 2014

Dollars Projected For Month: 1,080,074.57
Actual Dollars Used: 673,076.26
Variance (Projected minus Actual): 406,998.24
Reason For Variance: We had an extremely large variance for the month of November. The major factors (all non-salary) contributing to the variance are: (1) We had placed all of the remaining iwer bonus money in the month of November. This has now been spread across the remaining months of data collection using projections from the production manager, (2) The respondent cost line was again lower than projected, but as mentioned, we have now revised respondent cost projections for the months ahead, and (3) Travel costs were lower than projected. We are in the process of reviewing remaining work for 2014 data collection and determining travel requirements.

Measures

	Units Complete	RR	HPI
Current Goal:	20,381	88.5%	7.4
Goal at Completion:	20,381	88.5%	7.4
Current actual:	18,968 (12/19/14)	82%	7.0
Estimate at Complete:	20,381	88.5%	7.4
Variance:	0	0	0

Other Measures

Physical Measures consent 96, Saliva consent 69, Blood consent 91

Project Name	HRS Cognitive Diagnosis Validation Study (CogVal)												
Project Mode	Primary: Face to Face	Total of Modes: 1											
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 100,876.00	Indirect Budget: 36,315.00	Total Budget: 137,191.00										
Principal Investigator/Client	David Weir (ISR) Mary Beth Ofstedal (ISR) Ken Langa (ISR)												
Funding Agency													
IRB	HUM#:	Period Of Approval:											
Project Team	Project Lead:	Evanthia Leissou											
	Budget Analyst:	Richard Warren Krause											
	Production Manager:	Kathleen S Ladronka											
	Senior Project Advisor:	Mary P Maher											
	Production Manager:												
	Production Manager:												
Proposal #:	no data												
Description:	For this project a sample of 60 main subjects and 60 family informants of those main subjects will be interviewed in person. The goal will be to complete interviews with 12 main sample members who have normal cognitive function (as determined by Michigan Alzheimer's Disease Center [MADC] information), 24 with mild cognitive impairment, and 24 with dementia, as well as to interview a family informant of each of the main sample members. SRO will administer a one-hour cognitive assessment to the main subjects and a 15 minute proxy assessment to the family informants. Both of those interview types will be completed with a Blaise instrument. In addition, SRO will obtain feedback from respondents regarding their experiences with the assessments via a brief paper and pencil interview.												
SRO Project Period	01/2014 - 06/2014												
Data Col Period	09/2014 - 11/2014												
Security Plan	No												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start:</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start:</td> </tr> <tr> <td>Staffing Completed:</td> <td>GIT Start:</td> </tr> <tr> <td>SS Train Start:</td> <td>SS Train End:</td> </tr> <tr> <td>DC Start:</td> <td>DC End:</td> </tr> </table>			PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start:	DC End:
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:	The team will be comprised of a survey director, production manager, six field interviewers, a Blaise programmer, help desk supervisor, help desk specialist, application programming supervisor, data ops research associate, office assistant, and a SPA.												
Other Project Names:													
Sample Mgmt Sys	SurveyTrak												
Data Col Tool	Blaise 4.8												
Hardware	Laptop; Paper and Pencil												
DE Software	N/A												
QC Recording Tool	N/A												
Incentive	Yes, R; Yes, INF												
Administration	SRO Group												
Payment Type	Cash, post												
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox)												

Report Period	Dec, 2014 (CogVal)	Project Phase	Initiation
Risk Level	Not Rated		
Monthly Update	No info submitted on December activities.		
Special Issues			

Cost	<i>Total Cost to Date (Direct + Indirect):</i>	0.00
Jan 31, 2015	<i>Estimated Cost at Completion (E\$AC):</i>	0.00
	<i>Total Budget:</i>	137,191.00
	<i>Variance (Budget minus E\$AC):</i>	0.00
	<i>Reason For Variance:</i>	

Projections	<i>Dollars Projected For Month:</i>	0.00
Jan 31, 2015	<i>Actual Dollars Used:</i>	0.00
	<i>Variance (Projected minus Actual):</i>	0.00
	<i>Reason For Variance:</i>	

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

Other Measures

Project Name	HRS Screening Initiatives (HRS Screening Initiatives)				
Project Mode	Primary: Face to Face		Secondary: Telephone	Total of Modes: 3	
Project Type	Sponsored Projects			Project Status	Current
Budget	Direct Budget:	512,452.00	Indirect Budget:	184,484.00	Total Budget: 696,936.00
Principal Investigator/Client	David Weir (UM Survey Research Center) Mary Beth Ofstedal (UM Survey Research Center)				
Funding Agency					
IRB	HUM#:	Period Of Approval:			
Project Team	Project Lead:	Frost Alexander Hubbard			
	Budget Analyst:	Richard Warren Krause			
	Production Manager:	Theresa Camelo			
	Senior Project Advisor:	Nicole G Kirgis			
	Production Manager:	Kyle Steven Kwaiser			
	Production Manager:				
Proposal #:	no data				
Description:	<p>The purpose of the HRS Screening Initiative is to come up with a concrete plan for making the sample design and operational screening methods more cost efficient than what was done for HRS 2010-11. In addition, since the funding for the sampling work for HRS 2016 new cohort screening will not be received by the ISR until January 2015, the production sampling work of determining the number of PSUs and segments to select, creating the PSU sampling frame, and selecting PSUs, were all done under this budget.</p> <p>The following were all conducted under this project's budget in order to design the optimal 2016 screening methods:</p> <p>(1) A detailed analysis of the HRS 2010-11 screening results</p> <p>(2) an experiment to examine the household rostering method which provides the best balance between high coverage and response rates and lowest cost (i.e. interviewer attempts)</p> <p>(3) a tracking experiment to determine the most cost effective method(s) for determining the current address of the LBB birth cohort members identified during the 2010,</p> <p>(4) developing a 2016 sample design which was submitted as part of the proposal sent to NIA for sending for the 2016 new birth cohort screening.</p> <p>Note: After a 9/18/2013 meeting with the HRS PIs, we found out that due to the sequestration, funding for this initiative had been cut. We told the HRS PIs that we would keep the budget reined in. However, the PI's did not specify the amount to which the budget should be limited</p> <p>In terms of presenting results regarding the HRS 2010-11 screening, from August through November 2013, we conducted in-depth analyses of the HRS 2010-2011 screening and sample design for David Weir to present to the HRS Data Monitoring Committee in September 2012 and for Richard Valliant to present to the Committee on National Statistics on November 19, 2012. Both of these presentations generated many ideas for making the HRS sampling and screening methods more efficient.</p> <p>Since the both the Cycle 7 and 2011-2019 National Survey of Family Growth's (NSFG) screening cooperation rates have been consistently higher than what HRS achieved in 2010-11, as of April 2013 we are in the process of adapting the NSFG screening techniques for the planned August-November 2013 screening experiment to improve the efficiency of field screening. The use of external information will include the acquisition of commercial lists of households which contain demographic information that may be used in screening, investigation of the availability and the feasibility of the use of motor vehicle records, and contacts with the Health Maintenance Organization Research Network (HMORN) to determine whether membership lists can be used in some states to facilitate screening. Note that as of April 2013, we have determined that using the HMORN is not feasible for HRS 2016 screening because the HMORN will not give us a list of their members. Instead, the HMORN would send a letter to their members asking if they would like to opt-in to the study.</p> <p>Address lists will be compiled utilizing information from external databases such as MSG and Aristotle. The DMV data was too difficult to obtain for states other than Michigan and the Valassis data did not have commercial data at the address level. Three PSUs and 3 segments per PSU were selected to reflect geographic and demographic variations. Experienced interviewers were be hired and trained for the screening experiment during August 2013. Each interviewer completed screening interviews in at least one segment.</p>				
SRO Project Period	09/2012 - 12/2015				
Data Col Period	08/2013 - 10/2015				
Security Plan	Yes				

Milestone Dates**PreProduction Start:** 03/01/2013**Pretest End:****Staffing Completed:****SS Train Start:** 08/20/2013**DC Start:** 08/22/2013**Pretest Start:****Recruitment Start:****GIT Start:****SS Train End:** 08/21/2013**DC End:** 11/03/2013**Other Project****Team Members:**

Frost Hubbard, Heidi Guyer, Wen Chang, Nicole Kirgis, Piotr Dworak, Richard Valliant, Sunghee Lee, Theresa Camelo, Daniel Tomlin, Joel Devonshire, Emily Blasczyk, Marsha Skoman, Holly Ackerman, Deb Wilson, Heather Reijto, Jamie Koopman, Rick Krause, Daniel Guzman, Paul Burton, Kyle Kwaiser, Ann Vernier

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

SurveyTrak; Other (Weblog for LBB/EGENX mailings)

Data Col Tool

Blaise 4.8

Hardware

Laptop; [UM cell] Phone; Paper and Pencil

DE Software

NA

QC Recording Tool

Other (None used)

Incentive

Yes, R

Administration

SRO Group

Payment Type

NA

Payment Method

NA

Report Period

Dec, 2014 (HRS Screening Initiatives)

Project Phase

Implementing

Risk Level

On Track

Monthly Update

Same work as previous months:

1. Hubbard, Guzman, Burton - PSU selection work
2. Dinkelman, Hubbard - Blaise touchscreen screener questionnaire
3. Hubbard, Kwaiser, Kirgis, Parker, Skoman - SurveyTrak user interface and data storage specs
4. Kwaiser - mapping interface exploration

There will be work for Kwaiser, Hubbard and Blaszyk in upcoming months working on 2016 profiles, but this will go on 2016 account.

Special Issues**Cost**

Dec 22, 2014

Total Cost to Date (Direct + Indirect):

611,825.01

Estimated Cost at Completion (E\$AC):

700,852.07

Total Budget:

696,936.00

Variance (Budget minus E\$AC):

-3,906.07

Reason For Variance:

1. Budget still includes projected sample purchase costs that have not yet been needed and more projected \$ for purchasing commercial data than we have needed in previous years. We will reduce this for January 2015.

Projections

Dec 22, 2014

Dollars Projected For Month:

18,735.79

Actual Dollars Used:

20,520.77

Variance (Projected minus Actual):

-1,224.00

Reason For Variance:

1. More hours of K. Dinkelman and Daniel Guzman's time needed than projected. This will be alleviated by the funding starting in January.

Measures

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

Other Measures

Project Name Mathematics Teachers & Teaching Study (MTTS)

Project Mode Primary: Mail Secondary: Telephone Total of Modes: 2

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 792,030.00 ***Indirect Budget:*** 438,195.00 ***Total Budget:*** 1,230,225.00

Principal Investigator/Client Heather Hill (Harvard Graduate School of Education)
Patty Maher (ISR PI)

Funding Agency

IRB ***HUM#:*** HUM90379 ***Period Of Approval:*** 6/25/2014-6/25/2015

Project Team ***Project Lead:*** Barbara Lohr Ward
Budget Analyst: Dean E Stevens
Production Manager: Russell W Stark
Senior Project Advisor: Stephanie A Chardoul
Production Manager: Anthony Romanowski
Production Manager:

Proposal #: no data

Description: For the last 25 years, three major goals have animated the U.S. mathematics education community: the need for more knowledgeable teachers, more challenging curricula for students, and more ambitious instruction in classrooms. And yet despite volumes of policy guidance, on-the-ground effort and research over the past decades, few comprehensive and representative portraits of teacher and teaching quality in U.S. mathematics classrooms exist. Instead, most research into these topics has been conducted with small samples or non-representative samples (e.g., Kane & Staiger, 2012), with the result that it is difficult to ascertain what, if any, progress has been made toward the three goals. To provide information on such progress, we will collect data on teacher content knowledge, curriculum use, and instruction from a nationally representative sample of U.S. middle school mathematics teachers. A written survey will build on a similar study conducted in 2005 – 06 (Hill, 2007), allowing for the comparison of teachers' curriculum use and content knowledge – and more specifically, their mathematical knowledge for teaching (MKT) –across time periods. An observational component will record and score videotapes of instruction, allowing for a description of current instruction as well as a comparison of current instruction to that observed during the TIMSS video study (Heibert et al., 2005). The new video dataset will also serve as a baseline for future studies of instruction, for instance ones comparing current instruction to that in 2025, to assess whether Common Core State Standards have been met.

SRO Project Period 09/2014 - 06/2016

Data Col Period 01/2015 - 12/2015

Security Plan NA

Milestone Dates

PreProduction Start: 10/01/2014

Pretest End:

Staffing Completed:

SS Train Start:

DC Start: 01/05/2015

Pretest Start:

Recruitment Start: 12/01/2014

GIT Start:

SS Train End:

DC End: 01/31/2016

Other Project Team Members:

Barb Ward - Lead
Russ Stark - Production Lead
Judi Clemens, Donnalee Grey-Farquharson - District IRB
Dan Zahs, Paul Burton - Sampling
Hueichun Peng - Technical Lead, SRIS
Jim Hagerman - Blaise
Shaowei Sun- SRIS
Laura Yoder - Data Mgt

Other Project**Names:**

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	Dec, 2014 (MTTS)	Project Phase	Planning
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Risk Level	<i>On Track</i>
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Monthly Update	During December 2014, SRO activities included the following:
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Task 1: Management, Budget and Work Plan

- Participated in weekly project management meetings with the research team to discuss preparation progress, production schedule, and work scope.
- Held a formal project review with SRO Administrative staff.
- Adjusted monthly projections and staffing plan based on estimated project schedule.
- Met with Lesli Scott (UM EWB) to elaborate the video processing tasks and work with programmer to specify logging information needed.
- Prepared and delivered November monthly report.

Task 2: Sampling

- Drew school-level sample; evaluated availability of personnel information for schools and populated with available principle address information.
- Downloaded teacher-level information from MCH database. Evaluated amount and quality of information, which led to the decision to scratch roster schools.

Task 3: Questionnaire Development

Task 4: CAI Programming

- Revised specification for teacher roster sample delivery and teacher rostering program (with scripts). Incorporated scratch roster logic and programming into specification.
- Roster programmed and delivered for testing.

Task 5: Systems Programming

- Revised the plan for one-to-one variable mapping between Harvard and SRO. Delivered revised plan.
- Revised database designs and SRIS specifications based on Harvard input, and updated sample variable information. Specifications for the district pages were delivered to the programmers on December 5, 2014.
- Held weekly meetings with SRO technical team to discuss and elaborate SRIS design.
- Held a meeting with members of the research team to compare Harvard and SRO database designs for district contact information.
- Revised file transfer database and secure portal using input from the Harvard team.

Task 6: Recruitment & Hiring

- Developed job posting for teacher-rostering position. Posting held until more sample becomes available.

Task 7: Training

- Training for school rostering was postponed due to lack of sample. Training is tentatively scheduled for early January.

Task 8: Main Data Collection

- Set up SRO on-line filing system for endorsement letters. Imaged several endorsement letters that were received and placed on Harvard's secure drive.

Task 9: Post Collection Processing

Task 10: Weighting

Task 11: Final Data Deliverables

Cost information: Harvard subcontract funded by the National Science Foundation

Total survey funding available: \$ 1,230,225

Total Expended as of 11/30/2013 \$ 85,272
 Expected Variance: \$ 145,148

Special Issues**Areas of risk:**

There exists some schedule risk due to the production schedule.

- District recruitment began in December and there was insufficient sample available to begin rostering in December. It appears that district recruitment may be slower than had been anticipated, and this may delay launch of the MKT and MQI production. A slower pace of district recruitment will push more sample into the Fall 2015 schedule and may result in an extension of the data collection period.
- The SRO SRIS system may not be fully functional when SRO district recruitment work begins in January 2015. Specifications were revised as sample design information and Harvard specifications became available. Alternative plans are being made to monitor production.

There exists some financial risk due to work scope changes, however other work scope reductions may offset some of the risk. The project will likely need to be rebudgeted after production begins and more is known about cooperation rates and the impact of the work scope changes. SRO will incorporate replicates in the sample to better manage financial risk during the Fall 2015 production schedule.

- The major scope increase is the elimination of the four-month sample development period. Instead of launching one large bulk mailing for the MKT (and following with MQI), SRO will launch multiple small sample mailings which require more management and monitoring. Other scope increases include the use of color printing, and printing more recruitment pages than planned.
- It appears that the MCH database may not be as useful as hoped for the task of identifying mathematics teachers, and scratch rostering of lists of teachers may be needed for all school buildings. The budget assumed that a mix of list updates and scratch rostering would be used. This may increase the labor hours needed for rostering.
- Work scope decreases include elimination of the pilot, district recruitment effort, and questionnaire printing. It is currently assumed that Michigan will process most IRB applications and gather any necessary district-level information such academic schedules. Some reminder calls may be replaced with email communication.

The delay in the launch of production will impact SRO staffing projections and financial projections. In early January, SRO will confirm work scope assumptions with Harvard staff in order to update staffing projections, particularly for project management staff. Other assignments may be needed for project management staff if Harvard assumes the majority of district recruitment work.

A contract modification will be needed for and EWB work scope associated with video management and processing. Given the nature of funding schedules, EWB development work may need to begin prior to receipt of funding.

Cost
Dec 12, 2014

Total Cost to Date (Direct + Indirect): 85,272.00
Estimated Cost at Completion (E\$AC): 1,085,077.00
Total Budget: 1,230,225.00
Variance (Budget minus E\$AC): 145,148.00

Reason For Variance:

The variance anticipates a possible underrun due to work scope decreases. Work scope is still being negotiated with the research team. There are increases and decreases, and this is our best estimate to date.

Projections
Dec 12, 2014

Dollars Projected For Month: 33,626.00
Actual Dollars Used: 24,614.00
Variance (Projected minus Actual): 0.00

Reason For Variance:

Production was delayed for several reasons: district sample became available later than originally anticipated due to unexpected issues with the frame; Harvard developed their calling technical system later than anticipated which delayed their production (and thus delayed production at SRO); and finally delays in the sample delivery and Harvard's changing technical specs impacted the start of programming at SRO. SRO's production activities which were scheduled for November are now scheduled for mid-to late January. Harvard's district recruitment efforts are proceeding much more slowly than anticipated.

Measures

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

Other Measures

Project Name	MILES Lupus Study (MILES)				
Project Mode	Primary: Mail	Secondary: Telephone	Total of Modes: 2		
Project Type	Sponsored Projects		Project Status Current		
Budget	Direct Budget: 134,862.00	Indirect Budget: 74,848.00	Total Budget: 209,710.00		
Principal Investigator/Client	Emily Somers (University of Michigan School of Public Health) Sioban Harlow (University of Michigan School of Public Health)				
Funding Agency	Department of Health and Human Services - Centers for Disease Control and Prevention				
IRB	HUM#: Pending	Period Of Approval:	Pending		
Project Team	Project Lead: Cheryl Wiese Budget Analyst: Janelle P Cramer Production Manager: Lisa J Carn Senior Project Advisor: Heidi Marie Guyer Production Manager: Production Manager:				
Proposal #:	no data				
Description:	<p>This project is designed to recruit a population-based control group that is frequency matched on key demographic characteristics of lupus cases selected from a registry. To do so, SRO will sample households from Washtenaw and Wayne counties in Michigan, mail a screener questionnaire, and make follow-up phone calls to those who did not return the screener SAQ in order to complete the screener by phone. The goal is to recruit a sample of 720 participants between the ages of 18 and 74 of whom 90% are female and 56% are African American. Phone calls will be made to identify respondents that meet these characteristics based on the shortfall from the mail returns. The expectation is that 70% will then agree to complete a clinic visit when contacted by the School of Public Health project staff.</p> <p>A total of approximately 2,700 addresses will be selected in Washtenaw and Wayne counties in Michigan. The addresses will be sent to a sample vendor to obtain the names and phone numbers associated with those addresses, and those names will be used in the mailings. Those in which a name cannot be found will be mailed to "resident" at the selected address. After a full round of SAQ effort (pre-notification letter, initial mailing with SAQ, post card reminder, and 2nd SAQ mailing to the unresolved), SSL interviewers will conduct recruitment calls to either complete the screener interview by phone or encourage respondents to return the SAQ. It is anticipated that the mail phase of the project will yield about a 40% response rate, and that the telephone follow-up will boost the overall response rate to approximately 55%. An SRO sampling statistician will select the Address Based Sample (ABS) in Wayne and Washtenaw counties from a Delivery Sequence File (DSF) or similar with a 2-1 oversample of residents of the City of Detroit to account for the demographics of the cases.</p> <p>A pretest or pilot will not take place. However, data collection will be conducted in three phases. An initial release of 500 cases will first be released to determine whether the assumptions are accurate. Releases 2 and 3 will be released in August and September. The sample may be augmented depending on the achieved rates compared to the estimated.</p> <p>Returned paper screeners will be data entered by the SSL staff and telephone interviews will be completed by the SSL as well. A Blaise instrument will be used to data enter the paper screeners and to conduct the telephone interview. SMS will be used for sample management. Client reports will be generated and provided on a weekly basis.</p>				
SRO Project Period	04/2014 - 08/2015				
Data Col Period	07/2014 - 12/2014				
Security Plan	NA				
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> PreProduction Start: 04/01/2014 Pretest End: Staffing Completed: SS Train Start: DC Start: 07/15/2014 </td> <td style="width: 50%; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 01/31/2015 </td> </tr> </table>			PreProduction Start: 04/01/2014 Pretest End: Staffing Completed: SS Train Start: DC Start: 07/15/2014	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 01/31/2015
PreProduction Start: 04/01/2014 Pretest End: Staffing Completed: SS Train Start: DC Start: 07/15/2014	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 01/31/2015				
Other Project Team Members:	James Hagerman (Blaise/SMS), Dave Dybicki (Blaise/SMS), Jennie Williams (data manager), Dan Zahs (senior statistician), Paul Schultz (statistician)				

Other Project Names: The Michigan Lupus Epidemiology & Surveillance Program Cohort and Biobank - Control Group Recruitment

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 Dec, 2014 (MILES) **Project Phase** Initiation

Risk Level *Not Rated*

Monthly Update No info submitted on December activities.

Special Issues

Cost

Jan 31, 2015 *Total Cost to Date (Direct + Indirect):* 0.00

Estimated Cost at Completion (E\$AC): 0.00

Total Budget: 209,710.00

Variance (Budget minus E\$AC): 0.00

Reason For Variance:

Projections

Jan 31, 2015 *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	Monitoring the Future Web Programming and Survey Pilot (MTF-WPSP Year 2)					
Project Mode	Primary: Web	Secondary: Mail	Total of Modes: 2			
Project Type	Sponsored Projects		Project Status	Current		
Budget	Direct Budget:	226,233.00	Indirect Budget:	125,560.00		
			Total Budget:	351,793.00		
Principal Investigator/Client	Megan Patrick (UM-SRC)					
Funding Agency	U.S. Department of Health & Human Services, National Institutes of Health					
IRB	HUM#:	00081391	Period Of Approval:	8/1/2012 - 4/30/2017		
Project Team	Project Lead:	Donnalee Ann Grey-Farquharson				
	Budget Analyst:	Christine Evanchek				
	Production Manager:	Lloyd Fate Hemingway				
	Senior Project Advisor:	Gina-Qian Yang Cheung				
	Production Manager:					
	Production Manager:					
Proposal #:	no data					
Description:	<p>In each year of this project SRO will maintain the programmed MtF web surveys, including making up to ten changes to each programmed Web survey each year. Once tested by SRO, all programmed Web surveys will be tested by the Principal Investigator and her staff before being released. In years 1 and 2, after testing is complete, SRO will manage the Web survey data collection. In years 3 through 5, after testing is complete, the surveys will be released to the MtF staff for fielding – in years 3 through 5 SRO staff will have no involvement in the implementation of data collection. For all years after the data collections are completed, SRO will assist with the updating of the data dictionaries and other documentation.</p> <p>Starting during Year 2 data collection, we will do Winter Location and Nonresponse. Calling for the web survey implementation portion of the survey. This is in addition to the normal Panel Winter Location/Nonresponse that SRO routinely handles. SRO will field the pilot survey in 2014 with forms 1, 6, and 2. MTF staff will provide a participant list and SRO will set up the participant list and provide programming production support.</p> <p>Deliverables include the programmed Web Surveys, Data Dictionary, Test Dataset, Documentation of the Instruments, and Survey datasets</p> <p>SRO involvement will commence in the Fall of 2012 and will continue through April of 2017.</p> <p>Monitoring budget against the budget for the first two years 2012 - 2014</p>					
SRO Project Period	08/2012 - 08/2015					
Data Col Period	04/2014 - 08/2014					
Security Plan	Yes					
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="width: 50%; text-align: center; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>				PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:					
Other Project Team Members:	Gina-Qian Yang Cheung, Donnalee Grey-Farquharson, Hueichun Peng, Andrew Piskorowski, Aaron Pearson, Max Malhotra, Lloyd Hemingway					

Other Project MTF Web

Names:

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 Dec, 2014 (MTF-WPSP Year 2) **Project Phase** Implementing

Risk Level *Not Rated*

Monthly Update The repository is being created and should be complete by the end of December 2014. Data has been delivered to study staff.

Special Issues

Cost

Nov 30, 2014

<i>Total Cost to Date (Direct + Indirect):</i>	269,601.38
<i>Estimated Cost at Completion (E\$AC):</i>	322,681.01
<i>Total Budget:</i>	351,793.00
<i>Variance (Budget minus E\$AC):</i>	29,111.99
<i>Reason For Variance:</i>	

Projections

Nov 30, 2014

<i>Dollars Projected For Month:</i>	17,274.09
<i>Actual Dollars Used:</i>	7,099.91
<i>Variance (Projected minus Actual):</i>	10,174.18
<i>Reason For Variance:</i>	Work delayed until December

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:	29,713,370.00	Indirect Budget:	10,439,833.00 Total Budget: 40,153,203.00										
Principal Investigator/Client	Joyce Abma (NCHS) Mick Couper (ISR)													
Funding Agency	NCHS, CDC, NICHD													
IRB	HUM#:	0002716	Period Of Approval:	7/17/13 - 7/17/14										
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: Daniel Tomlin													
Proposal #:	no data													
Description:	<p>The NSFG is a national survey of women and men 15-44 years of age designed to provide national estimates of factors affecting pregnancy and birth rates, including sexual activity, cohabitation, marriage, divorce, contraceptive use, miscarriage and stillbirth, infertility, and use of medical services for family planning and infertility. NSFG 2010-2020 includes eight years of continuous data collection starting in September 2011 and ending in 2019. Every year, new PSUs will be selected to replace last year's non-self representing PSUs and self-representing PSUs, and the project will continue to collect data from a set of major self representing PSUs throughout the entire data collection period. Target number of interviews is approximately 5000 per year.</p>													
SRO Project Period	09/2010 - 07/2020													
Data Col Period	09/2011 - 06/2019													
Security Plan	Yes													
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 03/01/2011</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start: 06/01/2011</td> </tr> <tr> <td>Staffing Completed: 08/17/2011</td> <td>GIT Start: 09/13/2011</td> </tr> <tr> <td>SS Train Start: 09/15/2011</td> <td>SS Train End: 09/19/2011</td> </tr> <tr> <td>DC Start: 09/20/2011</td> <td>DC End: 07/01/2019</td> </tr> </table>				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: 07/01/2019
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: 07/01/2019													
Other Project Team Members:	Chrissy Evanchek--Budget Analyst, Jennifer Kelley--Project Manager													
Other Project Names:														
Sample Mgmt Sys	SurveyTrak													
Data Col Tool	Blaise 4.8													
Hardware	Tablet; [UM cell] Phone; Paper and Pencil													
DE Software	Other (ODK)													
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	Dec, 2014 (NSFG 2010-2020)	Project Phase	Implementing
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Risk Level	On Track
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Monthly Update	<p>Q13 of NSFG year 4 continued through November and December. While most metrics were on track, the quarter was finalized with fewer interviews than anticipated. Given the extra two weeks in this quarter as well as the release of additional sample, the goal for the quarter was closer to 1350 completed interviews. Q13 was also the first quarter of implementing a new sample selection strategy designed to increase the eligibility rate. However, the eligibility rate was also lower than optimal this quarter. A training is scheduled for the second week in January due to interviewer attrition. Three meetings are scheduled at NCHS in the beginning of January: Debrief on Public Use File (PUF1); January Quarterly Meeting, NSFG Year 5 Kick-Off meeting. The incentive experiment is no longer in effect as of January 4, 2015 (first day of Q14). The incentive will remain at \$40 and other strategies for increasing production while</p>
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decreasing costs will be explored.

Special Issues

The combined effects of higher interviewer attrition and a lower than expected eligibility rate, despite the new stratified sample selection process used for the first time this quarter, may have a deleterious effects on the production outcomes this quarter. We are assessing this on an on-going basis and addressing the issues.

Cost

Dec 15, 2014

Total Cost to Date (Direct + Indirect): 16,498,105.27

Estimated Cost at Completion (E\$AC): 42,881,447.05

Total Budget: 40,153,203.00

Variance (Budget minus E\$AC): -2,728,244.05

Reason For Variance:

Projections are through the end of the project (2019/2020) and are conservative. However, the actual HPI is 1 hour more than budgeted and security costs are significantly higher than expected as well. Annually, actual costs have averaged 1.5% higher than the budgeted amount. A recent contract modification resulted in an increase to the year 4 budget. The new total budget will be reflected in next months MPR.

Projections

Dec 15, 2014

Dollars Projected For Month: 406,839.14

Actual Dollars Used: 365,792.61

Variance (Projected minus Actual): 41,046.53

Reason For Variance:

Field staff worked fewer hours were worked over the Thanksgiving holiday period than anticipated. This led to decreased production costs in November.

Measures

	Units Complete	RR	HPI
Current Goal:	1250	75%	9.0
Goal at Completion:	1250	75%	9.0
Current actual:	1306	75%	11.0 (cumulative)
Estimate at Complete:	1306	75%	11.0
Variance:	56	0	2.0

Other Measures

Project Name	Neurodevelopmental Pathways in Adolescent Health Risk Behavior (AHRB)												
Project Mode	Primary: Class SAQ	Secondary: Web	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 695,853.00	Indirect Budget: 386,200.00	Total Budget: 1,082,053.00										
Principal Investigator/Client	Daniel Keating (U-M SRC)												
Funding Agency	Health and Human Services (HHS), Department of-National Institutes of Health												
IRB	HUM#: HUM00084650	Period Of Approval:	3/27/14 - 3/26/15										
Project Team	Project Lead: Meredith A House Budget Analyst: Bethany Benton Production Manager: Kathleen S Ladronka Senior Project Advisor: Stephanie A Chardoul Production Manager: Production Manager:												
Proposal #:	no data												
Description:	<p>During early adolescence systems in the brain that are characterized by heightened reactivity to motivational stimuli and rewards mature rapidly, while systems that enable more effective cognitive control and judgment mature more slowly. This "developmental maturity mismatch" has been proposed as a key contributor to health risk behavior among adolescents, which is of critical importance because: (1) risk behaviors are the leading cause of morbidity and mortality in this age group, including diseases arising from unprotected sexual activity and casualties arising from reckless behavior (including driving fatalities and serious injuries); (2) it is the peak age for the onset of a wide range of risk behavior patterns with potential long-term consequences, including substance use and abuse, and delinquency. The "developmental maturity mismatch" hypothesis, however, has not been directly tested in relation to risk behavior at a level sufficient to inform this critical health area. The primary aim of the ANDH study is to understand the behavioral, cognitive, and neural bases of risk taking, through integrated analyses of age differences, developmental trajectories, and individual differences in psychosocial, neurocognitive and neural imaging assessments.</p> <p>The study will involve data collection from 10th and 12th grade students (~2000 students total) in 7-8 local high schools (approximately 150 students from each age group per school), with group administration in the schools using laptops in a baseline data collection to be completed over a 3-month period in the fall of 2014. Each respondent will attend 2 ~45 minute sessions: one survey and one neurocognitive tests. After the baseline data collection, SRO will modify the survey questionnaire to operate as a web-based survey, and will administer the web survey to all 2,000 respondents in years 2, 3, and 4 of the project (in the fall of 2015, 2016 and 2017). A small number of respondents (150-160) will be sub-selected to undergo neural imaging at U-M facilities in Ann Arbor (SRO will not be directly involved in this portion of the study).</p>												
SRO Project Period	04/2014 - 03/2018												
Data Col Period	01/2015 - 04/2015												
Security Plan	Yes												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 08/01/2014</td> <td>Pretest Start: 11/10/2014</td> </tr> <tr> <td>Pretest End: 11/13/2014</td> <td>Recruitment Start: 01/05/2015</td> </tr> <tr> <td>Staffing Completed: 01/23/2015</td> <td>GIT Start: 01/26/2015</td> </tr> <tr> <td>SS Train Start: 01/26/2015</td> <td>SS Train End: 01/28/2015</td> </tr> <tr> <td>DC Start: 02/02/2015</td> <td>DC End: 05/22/2015</td> </tr> </table>			PreProduction Start: 08/01/2014	Pretest Start: 11/10/2014	Pretest End: 11/13/2014	Recruitment Start: 01/05/2015	Staffing Completed: 01/23/2015	GIT Start: 01/26/2015	SS Train Start: 01/26/2015	SS Train End: 01/28/2015	DC Start: 02/02/2015	DC End: 05/22/2015
PreProduction Start: 08/01/2014	Pretest Start: 11/10/2014												
Pretest End: 11/13/2014	Recruitment Start: 01/05/2015												
Staffing Completed: 01/23/2015	GIT Start: 01/26/2015												
SS Train Start: 01/26/2015	SS Train End: 01/28/2015												
DC Start: 02/02/2015	DC End: 05/22/2015												
Other Project Team Members:	Louis Daher, Larry Daher, Emmanuel Ellis + other help desk (private network tech team), Donnalee Grey-Farquharson, Kyle Kwaiser (tech lead, data manager), Becky Loomis, Max Malhotra, Shaowei Sun, Laura Yoder (data management)												

Other Project Names:	Adolescent Neurodevelopmental Health (ANDH) (Internal) Adolescent Health Risk Behavior Study (Public)
Sample Mgmt Sys	Illume; Project specific system (SRIS)
Data Col Tool	Illume; SAQ; Other (Inquisit neurocognitive task software; NC helper app)
Hardware	Laptop
DE Software	Other (TBD)
QC Recording Tool	N/A
Incentive	Yes, R; Yes, Other (School)
Administration	SRO Group; ISR Group (Dan Keating, PNG Group)
Payment Type	Check, post (Rs, \$40 year 1, \$20 years 2-4; schools, \$1000)
Payment Method	Check through other system (RPay not through STRak (R payments)); Other (ISR mechanism (school payments)

Report Period	Dec, 2014 (AHRB)	Project Phase	Implementing
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Risk Level	<i>On Track</i>
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Monthly Update	IRB: Submitted 12/5. with changes to the NC tasks and survey content, proctor scripts, and adding a "risk-reward plan" for the NC tasks. Approved 12/16.
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School recruitment/planning: We received signed agreements back from Saline, Manchester, Whitmore Lake and Adrian. Planning/tech site visits carried out with Saline (12/3), Manchester (12/12) and Whitmore Lake (12/15). Adrian scheduled for 1/7/2015. Data collection dates are scheduled with all but Adrian. Currently our first data collection is March 9. As of 12/17, from among the 5 additional school districts who were mailed letters and brochures on 11/25, we have only heard from Plymouth-Canton. The superintendent requested that we forward the materials to staff member who reviews all research requests. The other districts are Brighton, Pinckney, Ypsilanti, and Ann Arbor.

NC tasks: Based on pilot findings, the researchers want to make changes in these areas:

- Remove forward recall from Digit Span
- Consistency in instructions content and look.
- Consistent trial or example for each task
- Add partial capture programming to Iowa Gambling (exists in others)
- Increase number of orders to 10

PI is also still considering using an entirely different or modified Go/No Go task.

"Risk-reward plan" added to protocol. Rs are told they could earn an additional \$10 if they do well on the NC tasks. Offering a tangible reward activates the risk-reward system in the brain and keeps participants motivated. All Rs will end up earning the additional \$10. IRB approved this protocol without any questions.

Survey: Based on pilot findings, the researchers may want to add new content - split out e-cigarettes, puberty onset, and a few others. We realize that we will need to implement a survey time-out of sorts for students who are taking longer on the survey and run out of time - so that they are sent to the last question which is the voluntary referral to a counselor (if they have endorsed certain questions). It is important that all students trigger a voluntary request actually see this page. Any sort of time-out will require the capture of paradata on the server laptop. There are many complications and we are talking through the best approach with study staff.

Private network: Pre-production work includes technical site visits, prepping more equipment, establishing a data back-up plan, further locking down the client laptops, refinements, documentation,

SRIS: Work in Dec will focus on user testing and feedback to the programmer

Data Management: Our data sources are growing. In addition to the survey and NC measure data, we have the NC helper app data (paradata), data for the safety reporting, and survey paradata (for the time-out). We are working through all issues related to management and storage of these data.

Hiring and Training: The posting originally planned for Oct. 2014 will instead be submitted in Jan. 2015 given the slow school recruitment progress. Posting will be for SSL staff given the project travel requirements. Training will also most likely move more toward the end of January 2015.

Special Issues	One concern to date is school recruitment and whether we will have enough schools to agree. This task falls within the PI's work scope and budget, but it greatly impacts the SRO work scope and timing of activities. A new concern is the growing technical scope. We are not at a point where we feel a scope change is required, but Meredith will summarize the growing technical areas for the PI so he is informed.
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Cost
Dec 31, 2014

<i>Total Cost to Date (Direct + Indirect):</i>	216,485.04
<i>Estimated Cost at Completion (E\$AC):</i>	1,058,984.40
<i>Total Budget:</i>	1,082,053.00
<i>Variance (Budget minus E\$AC):</i>	23,068.60
<i>Reason For Variance:</i>	

Projections
Dec 31, 2014

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

Measures

	Units Complete	RR	HPI
<i>Current Goal:</i>	2,000		
<i>Goal at Completion:</i>	2,000		
<i>Current actual:</i>	0		
<i>Estimate at Complete:</i>			
<i>Variance:</i>			

Other Measures

Project Name	Panel Study of Income Dynamics Childhood Experiences Web/Mail Project (PSID-CE (aka FES-CE))												
Project Mode	Primary: Web	Secondary: Mail	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 284,283.00	Indirect Budget: 157,778.00	Total Budget: 442,061.00										
Principal Investigator/Client	Vicki Freedman (U of M Survey Research Center) James Smith (RAND) Kate McGonagle (U of M Survey Research Center)												
Funding Agency													
IRB	HUM#: HUM00051456	Period Of Approval:	Approved w/Conting.										
Project Team	Project Lead: Shonda R Kruger-Ndiaye Budget Analyst: William Lokers Production Manager: Anthony Romanowski Senior Project Advisor: Stephanie A Chardoul Production Manager: Production Manager:												
Proposal #:	no data												
Description:	<p>PSID-CE is the first web survey associated with the PSID. The sample for the study is comprised of virtually all PSID respondents and spouses and will include approximately 13,100 individuals. Potential respondents will be invited either to complete an on-line instrument or—in the case of those who have not reported Internet access at home—given the option to complete the instrument on-line or on paper. Follow-up efforts will consist of both hard-copy and e-mailed reminders as well as non-response calling. The interview content includes questions about childhood health conditions, socioeconomic status, neighborhood(s), friendships, school experiences, criminal activity as well as the parenting experienced as children. To help respondents accurately recall their ages when various events occurred, the on-line version of the questionnaire features a custom-built dynamic life history calendar. Due to the sensitivity of the content, a Certificate of Confidentiality will be obtained.</p>												
SRO Project Period	08/2013 - 11/2014												
Data Col Period	05/2014 - 10/2014												
Security Plan	Yes												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 08/01/2013</td> <td>Pretest Start: 02/10/2014</td> </tr> <tr> <td>Pretest End: 03/31/2014</td> <td>Recruitment Start: 03/10/2014</td> </tr> <tr> <td>Staffing Completed:</td> <td>GIT Start:</td> </tr> <tr> <td>SS Train Start:</td> <td>SS Train End:</td> </tr> <tr> <td>DC Start: 05/08/2014</td> <td>DC End:</td> </tr> </table>			PreProduction Start: 08/01/2013	Pretest Start: 02/10/2014	Pretest End: 03/31/2014	Recruitment Start: 03/10/2014	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start: 05/08/2014	DC End:
PreProduction Start: 08/01/2013	Pretest Start: 02/10/2014												
Pretest End: 03/31/2014	Recruitment Start: 03/10/2014												
Staffing Completed:	GIT Start:												
SS Train Start:	SS Train End:												
DC Start: 05/08/2014	DC End:												
Other Project Team Members:	Emily Blasczyk--Data Manager and Report Programmer Hueichun Peng--Custom Project SMS Programmer Donnalee Grey-Farquharson--Custom Project SMS Design/Specifications Robert Fenton--Illume Programmer Youhong Liu--Illume Programmer Consultant Meredith House--Web Consultant Becky Loomis & Gail Arnold--R Materials Assistance Family Economics Study Childhood Experiences Project PSID Web/Mail												
Other Project Names:	PSID Web/Mail												
Sample Mgmt Sys	Web SMS												
Data Col Tool	Illume; SAQ												
Hardware	Laptop; Desktop; Paper and Pencil												
DE Software	Illume												
QC Recording Tool	N/A												
Incentive	Yes, R												
Administration	ISR Group (PSID)												
Payment Type	Check, post (\$20); Cash, prepaid (\$0, \$5 or \$10 to End Game Rs (planned for early Oct 2014))												
Payment Method	Check through other system (PSID's RAPS); Imprest Cash Fund from ISR Business Office (PSID's RAPS)												

Report Period	Dec, 2014 (PSID-CE (aka FES-CE))	Project Phase	Initiation
Risk Level	Not Rated		
Monthly Update	No info submitted on December activities.		

Special Issues

Cost	<i>Total Cost to Date (Direct + Indirect):</i>	0.00
Jan 31, 2015	<i>Estimated Cost at Completion (E\$AC):</i>	0.00
	<i>Total Budget:</i>	442,061.00
	<i>Variance (Budget minus E\$AC):</i>	0.00
	<i>Reason For Variance:</i>	

Projections	<i>Dollars Projected For Month:</i>	0.00
Jan 31, 2015	<i>Actual Dollars Used:</i>	0.00
	<i>Variance (Projected minus Actual):</i>	0.00
	<i>Reason For Variance:</i>	

Measures

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

Other Measures

Project Name	Social Relations, Aging and Health: Competing Theories and Emerging Complexities, Wave 3 (SRS W3)														
Project Mode	Primary: Telephone		Secondary: Web	Total of Modes: 2											
Project Type	Sponsored Projects			Project Status	Current										
Budget	Direct Budget:	950,999.00	Indirect Budget:	527,805.00	Total Budget: 1,478,804.00										
Principal Investigator/Client	Toni Antonucci (SRC) Kira Birditt (SRC)														
Funding Agency	National Institute of Health														
IRB	HUM#:	00074983	Period Of Approval:	Exp3-11-15											
Project Team	Project Lead:	Esther H Ullman													
	Budget Analyst:	Bethany Benton													
	Production Manager:	Joseph Matthew Matuzak													
	Senior Project Advisor:	Kirsten Haakan Alcser													
	Production Manager:	Maryam N Buageila													
	Production Manager:														
Proposal #:	no data														
Description:	SRO's work on this project will include the conduct of centralized telephone interviews with panel respondents and identified members of their 'core network'. After completing their centralized telephone interview, all respondents (both panel respondents and core network members) will be asked to complete monthly web-based journals for twelve months to demonstrate instances where they have relied on their "core network" to assist in dealing with life course events that they have faced, or in the case of core network members (CNMs) instances where they have provided support to the panel respondents in dealing with life course events that they have faced. The sample for the panel respondents will include the surviving members of the 1993 adult and child Social Relations cohorts (panel).														
SRO Project Period	01/2014 - 01/2017														
Data Col Period	07/2014 - 10/2016														
Security Plan	Yes														
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>Pretest Start:</td></tr><tr><td>Pretest End:</td><td>Recruitment Start:</td></tr><tr><td>Staffing Completed:</td><td>GIT Start:</td></tr><tr><td>SS Train Start: 06/24/2014</td><td>SS Train End: 06/25/2014</td></tr><tr><td>DC Start: 07/13/2014</td><td>DC End:</td></tr></table>					PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start: 06/24/2014	SS Train End: 06/25/2014	DC Start: 07/13/2014	DC End:
PreProduction Start:	Pretest Start:														
Pretest End:	Recruitment Start:														
Staffing Completed:	GIT Start:														
SS Train Start: 06/24/2014	SS Train End: 06/25/2014														
DC Start: 07/13/2014	DC End:														
Other Project Team Members:	Rebecca Loomis, Dave Dybicki, Dan Zabs, Hueichun Peng, Max Malhortra, Minako Edgar, Robert Fenton, Shaowei Sun														
Other Project Names:	Social Relations 2014														
Sample Mgmt Sys	SMS; Web SMS; Illume; Project specific system (WebSMS)														
Data Col Tool	Blaise 4.8														
Hardware	Laptop; Desktop														
DE Software	Illume														
QC Recording Tool	DRI-CARI														
Incentive	Yes, R														
Administration	SRO Group														
Payment Type	Check, post (\$25,\$20, \$5-\$95)														
Payment Method	Check through other system														

Report Period	Dec, 2014 (SRS W3)	Project Phase	Implementing
Risk Level	<i>Attention!</i>		
Monthly Update	Production on baseline completions has continue to slow down as the largest proportion of cases are in tracking. Project staff is quite concerned and meetings have been established to review approach to tracking and how to integrate LCD staff and make budget trade-off decisions.		
Special Issues	The budget will require almost a 20% reduction, the first year and second year funds came with the reduction. of production. We proposed a budget that would eliminate the deficit by stopping July 2015 but the PI prefers to not make this decision to shorten production period yet.		

Cost
Dec 31, 2014

Total Cost to Date (Direct + Indirect): 599,175.11
Estimated Cost at Completion (E\$AC): 1,351,416.61
Total Budget: 1,478,804.00
Variance (Budget minus E\$AC): -146,041.03
Reason For Variance:

We are still projecting full costs for approved workscope. Client has informed us there will be at least an 18.7% cut so we are showing this as overrun. We received Yr 2 funds, also an 18.7% cut.

Projections
Dec 31, 2014

Dollars Projected For Month: 93,560.47
Actual Dollars Used: 59,993.25
Variance (Projected minus Actual): 33,567.22
Reason For Variance:

Costs were lower than projections due to less sample available for calling and thus interviewer hours reduced.

Measures

	Units Complete	RR	HPI
Current Goal:	836		5.5
Goal at Completion:	1639	.75	5.2
Current actual:	714	.40	3.63
Estimate at Complete:	1380		
Variance:	259		

Other Measures

we are also collecting monthly web surveys. PI has also said Panel interviews are top priority (above CNM and web)

Project Name	Surveys of Consumer Attitudes (SCA 2014)				
Project Mode	Primary: Telephone	Total of Modes: 1			
Project Type	Sponsored Projects	Project Status	Current		
Budget	Direct Budget: 649,196.00	Indirect Budget: 0.00	Total Budget: 649,196.00		
Principal Investigator/Client	Dr. Richard T. Curtin (SRC)				
Funding Agency	Thompson-Reuters, others for riders				
IRB	HUM#: B03-00002545-R2	Period Of Approval:	thru 10/30/2014		
Project Team	Project Lead: Joseph Matthew Matuzak Budget Analyst: Steve Bright Production Manager: Senior Project Advisor: Mary P Maher Production Manager: Andrea Sims Production Manager:				
Proposal #:	no data				
Description:	<p>The monthly Surveys of Consumers are a series of nationally representative surveys with households in the contiguous United States. The SCA is designed to measure changes in consumer attitudes and expectations.</p> <p>The objectives of the surveys are to learn what consumers think about economic events under varying circumstances and to determine why they think and behave as they do. Since changes in attitudes and expectations occur in advance of behavior, measures of consumer attitudes and expectations can act as leading indicators of aggregate economic activity. The survey measures are not intended to establish the absolute level of consumer sentiment at any given time. The SCA is intended to measure change. Each month the SSL interviewing staff obtains 500 interviews.</p>				
SRO Project Period	01/2014 - 12/2014				
Data Col Period	01/2014 - 12/2014				
Security Plan	Yes				
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="text-align: center; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>			PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:				
Other Project Team Members:	Dave Dybicki Ann Munster Pamela Swanson Jennie Williams LaVelvet Harrison				
Other Project Names:	SCA				
Sample Mgmt Sys	SMS				
Data Col Tool	Blaise 4.8				
Hardware	Desktop				
DE Software	NA				
QC Recording Tool	Live monitoring; Other (CXM)				
Incentive	Not used				
Administration	SRO Group				
Payment Type	NA				
Payment Method	NA				
<hr/>					
Report Period	Dec, 2014 (SCA 2014)	Project Phase	Initiation		
Risk Level	Not Rated				
Monthly Update	No info submitted on December activities.				

Special Issues

Cost Jan 31, 2015	<i>Total Cost to Date (Direct + Indirect):</i>	0.00
	<i>Estimated Cost at Completion (E\$AC):</i>	0.00
	<i>Total Budget:</i>	649,196.00
	<i>Variance (Budget minus E\$AC):</i>	0.00
	<i>Reason For Variance:</i>	

Projections Jan 31, 2015	<i>Dollars Projected For Month:</i>	0.00
	<i>Actual Dollars Used:</i>	0.00
	<i>Variance (Projected minus Actual):</i>	0.00
	<i>Reason For Variance:</i>	

Measures

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

Other Measures

Project Name	Sustainability Cultural Indicators Program-2014 (SCIP-2014)												
Project Mode	Primary: Web Total of Modes: 1												
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 69,329.00	Indirect Budget: 0.00	Total Budget: 69,329.00										
Principal Investigator/Client	John Callewart (UM-Graham Sustainability Institute) Robert Marans (UM-Survey Research Center)												
Funding Agency	U-M Office of the Provost, with additional funding from the Graham Sustainability Institute and the Institute for Social Research												
IRB	HUM#: 00068573	Period Of Approval:	9/27/2013-9/26/2014										
Project Team	Project Lead: Andrew L Hupp Budget Analyst: Sherri Cranson Production Manager: Senior Project Advisor: Stephanie A Chardoul Production Manager: Production Manager:												
Proposal #:	no data												
Description:	The goal of the overall Sustainability Cultural Indicators Project (SCIP), a joint project of the Institute for Social Research (ISR) and the Graham Environmental Sustainability Institute (Graham), is to measure changes in sustainability-related knowledge, commitments, and practices in the University of Michigan (U-M) community over time. The principle component of SCIP is a large-scale annual survey, to be conducted with U-M students, faculty, and staff from 2012 to 2018.												
SRO Project Period	07/2014 - 06/2015												
Data Col Period	10/2014 - 11/2014												
Security Plan	NA												
Milestone Dates	<table border="1"> <tr> <td>PreProduction Start:</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start:</td> </tr> <tr> <td>Staffing Completed:</td> <td>GIT Start:</td> </tr> <tr> <td>SS Train Start:</td> <td>SS Train End:</td> </tr> <tr> <td>DC Start:</td> <td>DC End:</td> </tr> </table>			PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start:	DC End:
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:	Andrew Hupp - instrument revisions/project management/methodological experimental design Mick Couper/James Wagner/Gregg Peterson - methodological experimental design Steve Bright/Sherri Cranson - financial support and analysis Robert Fenton- mobile stylesheet programming Hueichun Peng - e-mail tracking programming Minako Edgar - sample prep, dataset creation, GIS analysis Dan Zahs/Paul Burton - weighting and sampling support Qiaoxian Hu/Will Chan - analysis (PSM graduate students working on PI side) Campus Sustainability												
Other Project Names:													
Sample Mgmt Sys	Illume												
Data Col Tool	Illume												
Hardware	NA												
DE Software	N/A												
QC Recording Tool	N/A												
Incentive	Yes, Other (A portion of R's (a raffle))												
Administration	SRO Group												
Payment Type	Other (Amazon gift code)												
Payment Method	Other (Amazon gift code sent via e-mail)												
Report Period	Dec, 2014 (SCIP-2014)	Project Phase	Closing										
Risk Level	On Track												
Monthly Update	July '14 1. The regular meeting continued between Andrew, the PIs and the analysts (Qiaoxian, Will and Minako). The meetings mainly focus on analysis of 2013 data for the final report (including the first analysis of the panel). Focus will shift in August to the changes for the 2014 survey.												

2. A small group (Andrew Hupp, Mick Couper, James Wagner, and Gregg Peterson) was assembled to discuss the non-response issue in the 2013 SCIP. A list of possible ideas was generated to address the problem. A non-response proposal was submitted to the PIs for their review. They agreed with the proposal to have the PSM graduate student working for the project staff conduct a non-response analysis of the data we have (survey data, sample frame data and paradata. James will direct the analysis. Once the analysis has been completed a set of recommendations for the 2014 survey will be presented to the PIs.
3. Cheryl provided the contact information/process for obtaining the fac/staff sample from HR and the student sample from the Registrar.
4. Andrew provided formatted electronic copies of the 2012 and 2013 surveys to the PIs (rather than the Illume output previously provided as the questionnaire). Andrew provided an additional 2013 versions with comments on items that should be tweaked for the 2014 survey. These documents will be used as the basis for the 2014 questionnaires. These documents can be edited and submitted to the IRB as the 2014 versions.
5. Andrew provided information for the Continuing Review. Work will begin on the amendment for the 2014 survey in August.

August '14

1. The regular meeting continued between Andrew, the PIs and the analysts (Qiaoxian, Will and Minako). The meetings mainly focus on analysis. Most of the meetings for the month were cancelled due to schedules. There was a meeting that focused on changes for the 2014 survey. These include questionnaire changes from the stakeholders as well as design issues Andrew noted when reviewing the questionnaire, updates based on the non-response analysis as well as some restructuring of the end of the survey (location of submit button and flow into a survey where comments can be left).
2. James and Andrew met with Qiaoxian to discuss the non-response analysis before Andrew went on vacation. While Andrew was on vacation Qiaoxian received a job offer and was not able to conduct the non-response analysis. Andrew met with Will (an incoming PSM student who works on the project) after Andrew's vacation to discuss the non-response analysis. He will begin work on this at the end of August. He will meet with James and Andrew the first week of September.
3. Andrew contacted the Registrar about the variables they have that could potentially be provided as part of the 2014 sample frame of students.
4. Andrew reviewed/edited/revised text put together on the 2013 methodology (based on something Cheryl had written) for the 2013 report to the university.
5. The recording of the video with the softball coach was to take place in August. Due to the commitments of the film team with the football program the shooting has been delayed.
6. In September: (1) work will begin on the IRB amendment for the 2014 survey, (2) programming/structural changes will be made to the instruments and systems for the survey (a) questionnaire revisions, (b) restructuring of the end of the survey, (c) recommendations based on the non-response analysis, which could include revising the mobile stylesheet, implementing a way to know if e-mails were open, etc.), (3) the video with the softball coach will be recorded.

September '14

1. The regular meeting continued between Andrew, the PIs and the analysts (Will and Minako). A new member (Noah Webster) has joined the group. Meetings generally focused on the preparation for the launch of the 2014 surveys in October.
2. James and Andrew met with Will (who took over for Qiaoxian) to discuss the non-response analysis. He met with James and Andrew the first week of September with some information from his analysis. One analysis looked at when cases responded. From this analysis we modified the timing of the reminder e-mails.
3. Andrew requested sample frame files from the Registrar (Freshman N=4,000, Sophomore N=3,000, Junior N=3,000, Senior N=3,000, Grad Student, N=1,500) and U-M HR (Faculty N=3,000, Staff N=2,000).
4. The message from the softball coach was recorded. Andrew and Bob attended the recording of the video.
5. Andrew modified the communications (e-mails) for the IRB amendment.
6. Andrew made the modifications to the fac/staff survey.
7. The IRB amendment was submitted and approved by Andrew and John.
8. Andrew met with Mick and Bob regarding a consent and video experiment and an analysis related to survey data and administrative data.
9. In October: (1) an IRB amendment for the 2014 survey will be submitted with minor revisions, (2) programming/structural changes will be made to the instruments and systems for the surveys (a) student questionnaire revisions, (b) revisions of paradata code based on suggestions from Mick as he looks at the 2012 data, (c) implementing a mobile stylesheet (d) implementing a way to know if e-mails were open, etc.), (d) revisions for the consent experiment, (3) testing of all instruments and integrated systems.

October '14

1. The regular meeting continued between Andrew, the PIs and the analysts (Will and Minako).
2. The sample files were received from UM-HR and UM-Registrar (Freshman N=4,000, Sophomore N=3,000, Junior N=3,000, Senior N=3,000, Grad Student, N=1,500) and U-M HR (Faculty N=3,000, Staff N=2,000).
3. Minako created a master SampleID for everyone (going back to the beginning of the study) since one did not exist. The sample file was then de-duplicated across faculty/staff and students and cross-section students and panel

students. Replicates of ~100 were created for each of the groups.

4. Andrew created a sample release schedule for all of the replicates.

5. Robert made modifications to the mobile stylesheet and implement a menu for the consent experiment.

6. Larry prepared the video for use during the 3rd reminder.

7. Hueichun programmed a way to tell if e-mails are being opened. This provides more information in the event there is an issue like there was during the 2013 data collection.

8. Andrew conducted final testing on the instrument.

9. Data collection began with Release 1 (5 replicates).

November '14

1. Meetings continued between Andrew, the PIs and the analysts (Will and Minako).

2. A project review was conducted with SRO admin detailing the design changes made to the 2014 survey to address problems from the 2013 data collection.

3. Data collection was primarily done in the month of November. Most sample was released in October. Two releases, 8 and 9 (6,455 cases) occurred in November. Release 9 was the reserve release. After seeing how production was going Andrew met with the PIs and the decision was made to release those cases. The PIs preferred number of interviews over response rate.

To do:

1. Add master SampleID to prior years datasets.

2. Write 2014 methods report.

3. Analyze data (experiments, e-mail, device usage, etc.).

4. Work with research team on appending other data sources to survey data.

December '14

1. Meetings continued between Andrew, the PIs and the analysts (Will and Minako).

2. Data collection officially closed on Monday December 1.

3. Dan Zahs was provided the information to create the weights. Dan is still working on the weights.

4. Andrew created a list of methodological analyses that need to be completed. This list will be added to as other items of analysis interests arise. Resources will be assigned to work with Andrew on these items. Minako will have some involvement along with Will.

5. Andrew provided the comments from the anonymous survey to the PIs.

6. Andrew and Minako provided the email addresses to Graham of those participants requesting more information.

To do:

1. Produce final dataset once weights have been created.

2. Add master SampleID to prior years datasets.

3. Write 2014 methods report. This includes rewriting the previous years into a comprehensive report that has information on each of the years (with tables for comparisons) rather than a separate report each year.

4. Analyze data (experiments, e-mail, device usage, etc.).

5. Work with research team on appending other data sources to survey data.

6. Work on proposal for Campus Sustainability project in Brazil.

Special Issues

Cost

Dec 31, 2014

Total Cost to Date (Direct + Indirect):	33,198.22
Estimated Cost at Completion (E\$AC):	69,264.89
Total Budget:	69,329.00
Variance (Budget minus E\$AC):	64.11
Reason For Variance:	

Projections

Dec 31, 2014

Dollars Projected For Month:	6,875.47	
Actual Dollars Used:	7,714.70	
Variance (Projected minus Actual):	-4,558.36	
Reason For Variance:	E-mail tracking and sample management increased costs over projections. Overall a slight underrun is projected. Most of the time projections for the rest of the fiscal year are for Andrew and Minako now that the survey is running.	

Measures

	Units Complete	RR	HPI
Current Goal:	4,950	.22	
Goal at Completion:	4,950	.22	
Current actual:	6,369	.289	
Estimate at Complete:	6,369	.289	
Variance:	+1,419		

Other Measures

Project Name Transitions from Preschool through High School: Family, Schools and Neighborhoods (CDS 2014)

Project Mode Primary: Telephone Secondary: Face to Face Total of Modes: 3

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 4,416,693.00 ***Indirect Budget:*** 2,450,668.00 ***Total Budget:*** 6,867,361.00

Principal Investigator/Client Narayan Sastry (University of Michigan Survey Research Center)
Kate McGonagle (University of Michigan Survey Research Center)

Funding Agency National Institute of Child Health and Human Development

IRB ***HUM#:*** HUM00075944 ***Period Of Approval:*** 2/6/2014 - 2/5/2015

Project Team ***Project Lead:*** Jennifer C Arrieta
Budget Analyst: William Lokers
Production Manager: Dianne G Casey
Senior Project Advisor: Stephanie A Chardoul
Production Manager: Shonda R Kruger-Ndiaye
Production Manager: Maryam N Buageila

Proposal #: no data

Description: The Child Development Study is part of the Panel Study of Income Dynamics (PSID) suite. The goal of the CDS is to gather comprehensive and nationally representative, longitudinal data about children and their families to study how social, economic, and other factors affect children's and adolescents' development. The original CDS followed a cohort of children in PSID families who were 0–12 years of age in 1997 through three waves of data collection and focused on understanding the socio-demographic, psychological, and economic aspects of childhood in an on-going nationally-representative longitudinal study of families. In 2014, all of the children in the original cohort have reached adulthood, and a new generation of children has replaced them in PSID families. The goal is to collect information in 2014 on all children aged 0–17 years in this new generation, shifting the orientation from a cohort study to one that obtains information on the childhood experiences of all children in PSID families, who will become primary respondents in the Core PSID when they form their own economically-independent households. These new data will support studies of health, development, and well-being in childhood; the relationship between children's characteristics and contemporaneous family decision-making and behavior; and the effects of childhood factors on subsequent social, demographic, economic, and health outcomes over the entire life course for these individuals as they are followed into the future as part of PSID. The sample will consist of approximately 6,400 children aged 0-17 and 3,500 primary caregivers.

Data collection will be conducted in a variety of modes (FTF, TEL, MAIL) and will include the following:

- A cover screen interview with an adult member of the household, preferably the expected primary caregiver, other caregiver, or the PSID 2013 respondent, to identify the actual primary caregiver and children;
 - A telephone interview with the child's primary caregiver;
 - A telephone interview with each child in the family unit ages 12- 17;
 - An interactive voice response (IVR) administration of sensitive questions with each child ages 12-17;
 - An in-person interview with a sub-set of children ages 8-11;
 - Woodcock Johnson assessments with a sub-set of primary caregivers and children ages 3-17;
 - A weekday and weekend time diary about the primary caregiver's activities;
 - A weekday and a weekend time diary about each child's activities;
 - Height and weight measurements for each child ages 3-17;
 - Height, weight, and waist circumference measurements for the primary caregiver;
 - Collection of a saliva sample from the primary caregiver and from children ages 5-17;
 - School records and birth records linkage consent forms for the primary caregiver and each child ages 0-17;
- and
- Neighborhood and in-home interviewer observations with a sub-set of households.

SRO Project Period 03/2014 - 08/2015

Data Col Period 10/2014 - 04/2015

Security Plan Yes

Milestone Dates

PreProduction Start: 03/01/2014

Pretest End: 08/14/2014

Staffing Completed: 09/08/2014

SS Train Start: 10/17/2014

DC Start: 10/27/2014

Pretest Start: 07/24/2014

Recruitment Start: 06/01/2014

GIT Start: 10/15/2014

SS Train End: 10/22/2014

DC End: 04/24/2015

Other Project Team Members:	Jeff Smith/Louis Daher - Tech Team Leads Sara Freeland - Training Coordinator Youhong Liu/Peter Sparks/Karl Dinkleman- CAI Programmers Marsha Skoman/Holly Ackerman - Sample Management System Programmers Lingling Zhang/Brad Goodwin - Data Managers Genise Pattullo - Help Desk Supervisor Winter Freeman - Project Assistant Ryan Yoder - Instrument testing and instrument specs Jay Lin - Instrument testing Andrea Pierce - Help Desk
Other Project Names:	New Age Child Development Study, Child Development Supplement, CDS IV
Sample Mgmt Sys	SurveyTrak; Other (Weblog, WebTrak)
Data Col Tool	Blaise 4.8; SAQ
Hardware	Laptop; Desktop; [UM cell] Phone; Paper and Pencil
DE Software	Other (PSID Study Staff developed system)
QC Recording Tool	DRI-CARI; Camtasia
Incentive	Yes, R; Yes, INF
Administration	SRO Group; ISR Group (PSID Study Staff)
Payment Type	Check, post (between \$5 and \$180); Cash, post (between \$5 and \$180); Other (Money Order)
Payment Method	Check through other system (PSID Study Staff processes check and money order payments); Interviewer paym

Report Period	Dec, 2014 (CDS 2014)	Project Phase	Implementing
Risk Level	<i>Attention!</i>		
Monthly Update	<p>During the month of December, the project manager and survey director joined weekly meetings with the PI and PSID staff to review data collection, the PSID/CDS overlap, discuss potential incentives to assist in data collection. Pls reviewed reports and identified some special reports for Stats unit (approved 40 hours worth of effort). Instrument programming, Sample Management Sytems programming, CTT testing, and integrated testing continued as fixes and/or enhancements to systems and reports were identifie. Spanish translations, text message protocol, and holiday incentive was approved by IRB at end of November. Programming and and testing of Spanish are in progress this month as scheduled.</p> <p>Main Data Collection continued in December with 66 interviewers, 7 TLs, 2 PCs, 1 lead tracker , 2 assistant trackers, and 1 travel coordinator. SSL staff staff continued working on PCG and saliva mailings. In addition the IVR follow-up calling to 12-17 year olds has been moved to the SSL as their phones systems have the ability to direct transfer children to IVR. Study staff is working on programming changes to the time diary data entry program planned to be finished mid January but the changes to the time diary code book were delivered.</p> <p>As of December 18, 2014, iwers had fully completed 1,745 Coverscreens (55% RR), 731 PCG lws in Blaise (42% RR) and 1,738 Child lws in Blaise (57% RR). They have also started many PCG and Child iws by phone and have appointments to complete the in-home componets during a FTF visit at a later date. A protocol for TEL PCGs requiring iwers to call back to administer the measurements section if the PCG had not yet received materials or had not yet administered the measurements to the family, has prevented about 85 PCG iws from being finalized as 1001s and additional effort in callbacks. The Pls agreed this week to change the protocol to that the iwers can request self-report measurements if the PCG doesn't have the self-administered measurements. The response rates for linkage consents, saliva, and time diaries are also low especially from pref mode TEL families where no in-home visit is made.</p> <p>We are currently behind our weekly Blaise goals due to a slow start, attrition, effort getting the weekly committed hours from all iwers, and the 85 non-final PCG lines pending measurements only data. In addition, the upcoming overlap with PSID core is very concerning to production. PCs, TLs, and Interviewers have been working together closely on strategies for best managing their sample and ensuring all interviewers have sufficient sample to keep productive. In addition a holiday incentive to PCGs in 200 households determined have a lower propensity to participate has been offered (letter mailed 12/12 and incentive offer runs 12/13 through 1/4). DCO is working to identify additional field iwers to be staffed on CDS phone interviews (trained via web/phone in late January).</p>		
Special Issues	<ul style="list-style-type: none"> - High response rate expectations despite significant R burden - No clear definition of what constitutes a completed household so initial monitoring will be at the most granular level by component. - Need to adjust production plans if yield or costs vary significantly from projections - Constraint on production end date due to Core 2015 launch - Overlap with PSID Core 		

Cost
Nov 30, 2014

Total Cost to Date (Direct + Indirect): 2,175,191.46
Estimated Cost at Completion (E\$AC): 6,457,858.96
Total Budget: 6,867,361.00
Variance (Budget minus E\$AC): 409,502.04
Reason For Variance: Duplicating Costs associated with reduction in sample size and the scope change in which neither PCGs nor Pref Mode TEL Children will get time diaries so about \$130k; Fewer Programmer hours than budgeted (about \$100k salary); Hosting cost less than budgeted (about 40k) eight less than budgeted about 35k

Projections
Nov 30, 2014

Dollars Projected For Month: 1,164,632.75
Actual Dollars Used: 572,326.70
Variance (Projected minus Actual): 450,904.60
Reason For Variance: Hours for the month were over-projected a bit by 1600 a big part of which was field staff hours. the largest impact was non-salary items some of which was pushed forward. We also updated projections in December to incorporate the workscope changes since the budget was approved.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	3,020	93%	4.29
Current actual:	1,745	55%	3.15
Estimate at Complete:			
Variance:			

Other Measures

Coverscreen Interviews: 93% RR goal (listed in the chart above)
 From those families who complete the coverscreen interview, the response rate goals by component are listed below:
 PCG Blaise Interviews: 95% (current is 42% RR)
 Child Blaise Interviews: 92% (current is 57% RR)
 Birth Linkage Consents: 92% (current 17% RR)
 School Linkage Consents: 92% (current 16% RR)
 Saliva Collection: 85% (current 16%RR)
 Child Time Diaries: 85% (current 17%)
 IVR: SRO feels 50% RR is achievable although research indicates 30% RR is norm for IVR with adults in market research . PIs have indicated that they expect a 75% RR for IVR. (current is 60% RR)