

Survey Research Operations

Monthly Project Report

Sponsored Projects

November 2014



Sponsored Projects

(Army STARRS) Army Study to Assess Risk and Resilience in Servicemembers
(MRRS III) Effects of Recession and Economic Stimulus in Southeast Michigan Wave III
(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, psychosocial 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 Nov, 2014 (Army STARRS) **Project Phase** Implementing

Risk Level On Track

Monthly Update In November, project activities continued to be focused on documentation of survey components; analysis; user support; and work with biomarker data. We are still awaiting word on STARRS2 funding, as well as decisions from

NIMH and the Army on requirements for releasing public use data files to ICPSR. Below is a summary of November activities and issues.

1. Management
 - a. Project management: We are working on project documentation, cost monitoring, and staff support. We are starting to plan for STARRS2; this month we met with TSG Admin to discuss options for technical systems.
 - b. Finance: Our October costs were \$154,852 total, which is an under-run of \$7,353 or 4.5% of our projected cost for the month. Projections were updated this month with minor changes, resulting in an increase in our projected over-run from \$21,877 to \$31,321. We expect the amount of the over-run to go down in the coming months.
 - c. Contract: a revision to the PAF-R is awaiting signature in the SRC Directors office.
 - d. Staffing: No issues.
 - e. IRB: No issues.
 - f. Security: No issues. The annual training renewal notices have been distributed, and team members are working on completing their training modules.
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
 - b. Request to release GWAS (genetic) data to PGC (Psychiatric Genomics Consortium) and Emory University for further analysis.
3. Research Data Enclave
 - a. We are waiting for the results of our annual security audit with Army Analytics Group, expect to hear later in November or sometime in December.
 - 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 November, we identified an issue with the IDs used for the SHOS-A GWAS data that was transferred to the Broad Institute for imputation. This led to the discovery that we may have some discrepancies in the barcodes used for the blood samples and the consent forms. The team is working to resolve the discrepancies and will re-transmit the data to Broad when the ID issues have been resolved.
4. Analysis/publications:
 - a. We distributed a description of the PPDS design to the research team, along with an analysts' guide (previously distributed to analysts in September).
 - b. The AAS team continues its work on the AAS banner/chart book tables. The team is developing a preliminary list of items for inclusion, which will be forwarded to Harvard for final decisions in the near future.
 - c. Work on the injury/accident analysis continues. The team is working on updating models to incorporate feedback received by Army collaborators.
 - d. A paper with Lisa Lewandowski-Romps as lead author has been published in the American Journal of Preventive Medicine on November 18.
 - i. Reference listed by AJPM: Lewandowski-Romps, L., Peterson, C., Berglund, P.A., Collins, S., Cox, K., Hauret, K., Jones, B., Kessler, R., Mitchell, C., Park, N., Schoenbaum, M., Stein, M.B., Ursano, R.J., Heeringa, S.G. (2014). Risk Factors for Accident Death in the U.S. Army, 2004-2009. American Journal of Preventive Medicine, 47 (6), 745 - 753.
 - e. The methods team continues analysis of PPDS Time 3 survey data and paradata. The list of outcome variables has been finalized and created, and the team is running analyses on these variables. Two papers will be produced from this work.
 - f. A paper on impact of timing mode switch has been written, and will be submitted for internal review soon. An abstract was submitted to the AAPOR conference on this topic.
5. Archiving and documentation
 - a. Work continues on the plan to archive PPDS Time 3 and SHOS-B data.
 - b. The NSS survey methodology report is moving forward, and hopefully will be ready for distribution to the PI's in the near future.
 - c. The Report of SRO Activities is being worked as well, with a timeline chapter drafted. Next up is the chapter on staffing and communication.
 - d. NIMH and the ODUSA have begun outlining the requirements for the final report for Army STARRS. The Michigan team will likely be called upon to produce documentation and tables that will be included in the report.
6. Public use data files: on hold until we get Army decision on type of restricted access needed and an outline of the review/approval process required by the Army and NIMH
7. Data management activities: work continues, no issues.
 - a. The team has spent considerable effort on the SHOS-A ID/blood-consent reconciliation this month. We hope to have that resolved soon.
8. Participant outreach: Work continues, no issues. In November, an email was sent to all AAS, NSS, and PPDS participations for which we have valid email addresses. We sent over 76,000 emails. A report will be prepared describing methods and results.
9. Related projects
 - a. Workplace violence: work continues, no issues.
 - b. STARRS2: We have been informed that negotiations are continuing, but have no new information about scope, funding or timeline.
10. Upcoming Meetings: The next IPR (Interim Progress Review) will be scheduled for early 2015.

Special Issues

We continue to wait for news of STARRS2, and are also awaiting decisions from the Army on public use data file release. We hope to hear soon.

Cost
Nov 30, 2014

Total Cost to Date (Direct + Indirect): 30,350,212.00
Estimated Cost at Completion (E\$AC): 31,509,793.00
Total Budget: 31,478,471.00
Variance (Budget minus E\$AC): -31,322.00

Reason For Variance:

We continue to adjust our cost estimates, and expect the variance to come down later in the project. If that does not happen, we will work with the research team to prioritize our work and either adjust scope or obtain additional funding.

Projections
Nov 30, 2014

Dollars Projected For Month: 162,206.00
Actual Dollars Used: 154,852.00
Variance (Projected minus Actual): 7,353.00

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	Effects of Recession and Economic Stimulus in Southeast Michigan Wave III (MRRS III)												
Project Mode	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 575,516.00	Indirect Budget: 78,409.00	Total Budget: 653,925.00										
Principal Investigator/Client	Sheldon Danziger (University of Michigan National Poverty Center) Kristen Seefeldt (University of Michigan School of Social Work) Sarah Burgard (University of Michigan School of Social Work)												
Funding Agency	MacArthur Foundation, Rockefeller Foundation, and UM Office of the Vice President for Research												
IRB	HUM#: HUM00031622	Period Of Approval:	05/6/2015										
Project Team	Project Lead: Jennifer C Arrieta Budget Analyst: Christine Evanchek Production Manager: Dianne G Casey Senior Project Advisor: Kirsten Haakan Alcser Production Manager: Production Manager:												
Proposal #:	no data												
Description:	- aka Michigan Recession and Recovery Study (MRRSIII) The purpose of this project is to explore who is most negatively affected by the economic crises and who benefits most from the economic stimulus package on a variety of dimensions. SRO will be responsible for a 68-minute survey to approximately 767 respondents (who participated in the wave 2 interview) of an expected sample size of 847 respondents from within the Wayne, Oakland, and Macomb tri-county area. When respondents are within a 50 mile radius of the tri-county area, they will be given the option of being interviewed in-person or by telephone. We will attempt to conduct telephone interviews with respondents located outside of the area.												
SRO Project Period	03/2013 - 09/2014												
Data Col Period	06/2013 - 10/2013												
Security Plan	Yes												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 03/05/2013</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start: 03/15/2013</td> </tr> <tr> <td>Staffing Completed: 04/16/2013</td> <td>GIT Start:</td> </tr> <tr> <td>SS Train Start: 06/11/2013</td> <td>SS Train End: 06/12/2013</td> </tr> <tr> <td>DC Start: 06/17/2013</td> <td>DC End: 10/31/2013</td> </tr> </table>			PreProduction Start: 03/05/2013	Pretest Start:	Pretest End:	Recruitment Start: 03/15/2013	Staffing Completed: 04/16/2013	GIT Start:	SS Train Start: 06/11/2013	SS Train End: 06/12/2013	DC Start: 06/17/2013	DC End: 10/31/2013
PreProduction Start: 03/05/2013	Pretest Start:												
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SS Train Start: 06/11/2013	SS Train End: 06/12/2013												
DC Start: 06/17/2013	DC End: 10/31/2013												
Other Project Team Members:	Jeff Smith - Tech Lead/STrak Programmer Jim Hagerman - Blaise Programmer Holly Ackerman - WebTrak/Weblog Programmer Data Manager - Jennie Williams Help Desk Supervisor - Genise Pattullo Help Desk Lead - Deb Wilson Instrument Testing - ZoAnne Blackburn Tech Specs/Project Assistant - Jeannie Baker Statisticians - Dan Zahs & Charley Jiang Archivist - Kelly Chatain												
Other Project Names:	Michigan Recession and Recovery Study												
Sample Mgmt Sys	SurveyTrak; Other (WebTrak, Weblog)												
Data Col Tool	Blaise 4.8												
Hardware	Laptop												
DE Software	N/A												
QC Recording Tool	DRI-CARI; Camtasia												
Incentive	Yes, R												
Administration	SRO Group												
Payment Type	Check, prepaid (\$5.00); Check, post (between \$40 and \$150); Cash, post (between \$40 and \$150); Other (Mor												
Payment Method	Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest C												

Risk Level

On Track

Monthly Update

November activities included previous wave imputations and wave 3 weighting with final delivery to study staff in mid-November.

The previous wave imputations are necessary for wave 3 weighting but were not part of SRO's original workscope. A JE will be processed to cover the remaining funds.

Special Issues**Cost**

Oct 31, 2014

Total Cost to Date (Direct + Indirect): 647,011.61
Estimated Cost at Completion (E\$AC): 647,011.61
Total Budget: 653,925.00
Variance (Budget minus E\$AC): 0.00
Reason For Variance:

Projections

Oct 31, 2014

Dollars Projected For Month: 0.00
Actual Dollars Used: -78.04
Variance (Projected minus Actual): -78.04
Reason For Variance: Reimbursement hit in October to the R&D line

Measures

	Units Complete	RR	HPI
Current Goal:	752	90%	4.34
Goal at Completion:	752	90%	4.34
Current actual:	751	90%	4.79
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:	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.																													
SRO Project Period	01/2014 - 01/2015																													
Data Col Period	02/2015 - 12/2014																													
Security Plan	Yes																													
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>06/01/2013</td><td>Pretest Start:</td><td colspan="2">11/06/2013</td></tr><tr><td>Pretest End:</td><td>11/20/2013</td><td>Recruitment Start:</td><td colspan="2"></td></tr><tr><td>Staffing Completed:</td><td></td><td>GIT Start:</td><td colspan="2">03/19/2014</td></tr><tr><td>SS Train Start:</td><td>02/24/2014</td><td>SS Train End:</td><td colspan="2">02/26/2014</td></tr><tr><td>DC Start:</td><td>02/28/2014</td><td>DC End:</td><td colspan="2">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	
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																											
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	Nov, 2014 (HRS 2014)	Project Phase	Implementing
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Risk Level	On Track
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Monthly Update	<p>In November, data collection continued. As noted last month, production is scheduled to run through February. In addition, we are reassessing our target number of completed interviews in order to attain our response rate goal of 88.5%. Due to new spouse lines created, the number of completed interviews will need to increase by +190 at this point (with more lines expected to be generated). End game strategies continue as does the experimental intervention. A special Black Friday calling effort has been planned to encourage productivity from the interviewers who are scheduled to work that day. We are currently in our 39th week of production and we have approximately</p>
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2,000 more interviews to reach our target response rate.

Special Issues

Cost

Oct 31, 2014

Total Cost to Date (Direct + Indirect):	14,276,832.61	
Estimated Cost at Completion (E\$AC):	16,939,374.04	
Total Budget:	17,089,686.00	
Variance (Budget minus E\$AC):	150,311.96	
Reason For Variance:	We are working on projection revisions to the respondent payment budget line, including both respondent payments and check voids. We expect to have a clearer sense of the variance once the projection revisions are made.	

Projections

Oct 31, 2014

Dollars Projected For Month:	1,355,391.02	
Actual Dollars Used:	1,147,889.98	
Variance (Projected minus Actual):	207,501.10	
Reason For Variance:	In summary, we were very accurate on estimating iwer hours as well as all salary totals. For non-salary, Services of Others came in low, but the difference was pushed forward to next month because the Apperson invoices were delayed in getting paid. The main difference is with respondent costs (again). We estimated 139k and only 87k hit in October. Otherwise, we were under projections small amounts here and there for postage, printing, etc. but nothing too significant.	

Measures

	Units Complete	RR	HPI
Current Goal:	20,381	88.5%	7.4
Goal at Completion:	20,381	88.5%	7.4
Current actual:	18,576 (11/24/14)	80%	6.93
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%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PreProduction Start:</td> <td style="padding: 5px;">Pretest Start:</td> </tr> <tr> <td style="padding: 5px;">Pretest End:</td> <td style="padding: 5px;">Recruitment Start:</td> </tr> <tr> <td style="padding: 5px;">Staffing Completed:</td> <td style="padding: 5px;">GIT Start:</td> </tr> <tr> <td style="padding: 5px;">SS Train Start:</td> <td style="padding: 5px;">SS Train End:</td> </tr> <tr> <td style="padding: 5px;">DC Start:</td> <td style="padding: 5px;">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:
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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	Nov, 2014 (CogVal)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<p>The last interview for this phase of the pilot was completed on November 7th. We completed a total of 52 interviews--26 with respondents and another 26 with their informants.</p> <p>The PIs decided to pause interviewing until they have the chance to re-design the questionnaire and for MADC to recruit more sample. Some early decisions about the questionnaire have already been made--one section is being removed and a few others will be added, but it's not final how many sections/tests will be added. The tests to be added, have been used for GogUSA, so we are not expecting major re-programming effort. Programming and testing</p>		

is scheduled to start in the new year.

The next round of interviews will be done in Spring 2015, in order to prepare for a meeting of experts in July. We will be using sample from CogUSA and Seattle. It is not yet clear how many interviews are being targeted and where the CogUSA sample will be. There will be a third round of interviews in the Fall 2015 and the sample will come from MADC.

Special Issues

Cost

Nov 30, 2014

Total Cost to Date (Direct + Indirect):	104,589.71
Estimated Cost at Completion (E\$AC):	126,761.39
Total Budget:	137,191.00
Variance (Budget minus E\$AC):	10,429.61
Reason For Variance:	Interviewing paused due to lack of sample from MADC. Further re-design of the project will be done and new projections/ new budget will be developed for the new work scope.

Projections

Nov 30, 2014

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	HRS Screening Initiatives (HRS Screening Initiatives)			
Project Mode	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2	
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:			
	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 - 12/2014			
Data Col Period	08/2013 - 10/2013			
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

Other Project

Names:

Sample Mgmt Sys

SurveyTrak

Data Col Tool

Blaise 4.8

Hardware

Laptop

DE Software

Blaise 4.8 BIA

QC Recording Tool

Other (None used)

Incentive

Yes, R

Administration

SRO Group

Payment Type

NA

Payment Method

NA

Report Period

Nov, 2014 (HRS Screening Initiatives)

Project Phase

Initiation

Risk Level

Not Rated

Monthly Update

No info submitted on November activities.

Special Issues

Cost

Dec 31, 2014

Total Cost to Date (Direct + Indirect):

0.00

Estimated Cost at Completion (E\$AC):

0.00

Total Budget:

696,936.00

Variance (Budget minus E\$AC):

0.00

Reason For Variance:

Projections

Dec 31, 2014

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 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	Nov, 2014 (MTTS)	Project Phase	Planning
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Risk Level	<i>On Track</i>
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Monthly Update	During November 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 and elaborate the work scope.
- Held a formal kick-off meeting with SRO staff members to orient them to the work scope and project plan
- Adjusted monthly projections and staffing plan based on estimated project schedule.
- Developed a draft project schedule based on a funding start date of October 1, 2014, and elimination of sample development period.
- Met with Lesli Scott (UM EWB) to elaborate the video processing tasks.
- Requested space allocation for MTTS video equipment.

Task 2: Sampling

- Completed preparation of the district-level sample frame using the Common Core Database. Consulted with SRC research faculty on key issues and challenges.
- Met with research team at various points to discuss key issues and decision points in the sample design. Prepared diagnostic tables to ensure representativeness of the design, and comparability with the 2005-2006 LMT design.
- Negotiated with MCH dataset experts to gain access to a large dataset of district and school information.
- Investigated availability of district personnel information. Downloaded district superintendent, math/curriculum directors contact information.
- Delivered district sample with superintendent information on Nov 21, 2014. (Math and curriculum directors delivered later).

Task 3: Questionnaire Development

Task 4: CAI Programming

- Developed specification for teacher roster sample delivery and teacher rostering program (with scripts)

Task 5: Systems Programming

- Conducted internal meetings to discuss timeline, resources and application design for sample management systems. Finalized technical plan and staffing for sample management and data entry systems development.
- Held meetings with members of the research team to compare Harvard and SRO database designs for district contact information.
- Prepared a one-to-one variable mapping between Harvard and SRO. Delivered one-to-one variable mapping on Nov 21, 2014.
- Revised database designs and SRIS specifications based on Harvard input, and also based on updated sample file information.
- Set up a secure portal for transfer of data from Harvard to SRO.

Task 6: Recruitment & Hiring

- Developed job posting for teacher-rostering position

Task 7: Training

Task 8: Main Data Collection

- Received initial district sample and list of superintendents. Processed mail merge and duplicated materials for first mailing to 190 districts. Conducted bulk mailing to 190 districts on Nov 24 and Nov 25.
- Prepared and sent final recruitment letters to UM for logo approval.

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 10/31/2013	\$	45,191
Expected Variance:	\$	0

Cost explanation:

The cost estimated reflects total survey funding available and awarded to Michigan, current expenditures, and estimated expenses to the end of the award.

Special Issues

Areas of risk:

There exists some schedule risk due to the aggressive production schedule.

- Delivery of the district-level sample was delayed one week as the Sampling team worked through the intricacies of the sample design. The schedule currently assumes a "best case" scenario. The team continues to make progress and we will work closely with the Harvard team to quickly resolve any questions and issues that may arise. There is a risk that there will not be a sufficient level of district permissions in hand to allow SRO to conduct teacher rostering in December 2014. This may result in a delay in the launch of the teacher MKT data collection in January. Delay of the project may push more sample into the Fall 2015 schedule.
- SRO SRIS system will likely not be fully functional when teacher rostering begins in December, 2014. 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.
- Work scope decreases include possible elimination of the pilot, some district recruitment effort, and questionnaire printing. Michigan will process most IRB applications and gather any necessary district-level information such as academic schedules. Some reminder calls may be replaced with email communication.

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
Nov 17, 2014

Total Cost to Date (Direct + Indirect):	45,191.00
Estimated Cost at Completion (E\$AC):	1,230,225.00
Total Budget:	1,230,225.00
Variance (Budget minus E\$AC):	0.00
Reason For Variance:	

Projections
Nov 17, 2014

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	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%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> PreProduction Start: 04/01/2014 Pretest End: Staffing Completed: SS Train Start: DC Start: 07/15/2014 </td> <td style="padding: 5px;"> 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 The Michigan Lupus Epidemiology & Surveillance Program Cohort and Biobank - Control Group Recruitment

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

Risk Level *Not Rated*

Monthly Update No info submitted on November activities.

Special Issues

Cost
Dec 31, 2014

<i>Total Cost to Date (Direct + Indirect):</i>	0.00
<i>Estimated Cost at Completion (E\$AC):</i>	0.00
<i>Total Budget:</i>	209,710.00
<i>Variance (Budget minus E\$AC):</i>	0.00
<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
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"> <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:	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 Nov, 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.

Work projected to be done in October was not charged - follow up pending.

Special Issues

Cost
Oct 31, 2014

<i>Total Cost to Date (Direct + Indirect):</i>	262,501.47
<i>Estimated Cost at Completion (E\$AC):</i>	325,812.70
<i>Total Budget:</i>	351,793.00
<i>Variance (Budget minus E\$AC):</i>	25,980.30
<i>Reason For Variance:</i>	

Projections
Oct 31, 2014

<i>Dollars Projected For Month:</i>	10,947.59
<i>Actual Dollars Used:</i>	1,732.27
<i>Variance (Projected minus Actual):</i>	9,215.32
<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	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:	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.																								
SRO Project Period	09/2010 - 07/2020																								
Data Col Period	09/2011 - 06/2019																								
Security Plan	Yes																								
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>03/01/2011</td><td>Pretest Start:</td><td></td></tr><tr><td>Pretest End:</td><td></td><td>Recruitment Start:</td><td>06/01/2011</td></tr><tr><td>Staffing Completed:</td><td>08/17/2011</td><td>GIT Start:</td><td>09/13/2011</td></tr><tr><td>SS Train Start:</td><td>09/15/2011</td><td>SS Train End:</td><td>09/19/2011</td></tr><tr><td>DC Start:</td><td>09/20/2011</td><td>DC End:</td><td>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	Nov, 2014 (NSFG 2010-2020)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<p>The month of October was the first full month of year 4 data collection. While production metrics are on track, interviewer attrition continues at a higher rate than anticipated. We are keeping a close eye at the PSU level to ensure adequate coverage. Costs associated with travelling experienced on-staff interviewers versus hiring and training new interviewers is being assessed, taking into account other travel needs for the remainder of the year due to the sample locations. The October Quarterly meeting took place with NCHS and an assessment of laptop options for years 5-10 was provided as well as an update on the use of the mobile phone to collect interview observations. A decision will be made, jointly with HRS, on laptop procurement by the end of the month. The incentive experiment is still under-way. A memo has been sent to NCHS with the suggestion to discontinue the experiment and retain the \$40 interview</p>		

incentive. A decision is needed by the week of November 16th if the experiment is to end next quarter.

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 Nov 21, 2014

Total Cost to Date (Direct + Indirect):	16,129,689.69
Estimated Cost at Completion (E\$AC):	42,410,064.81
Total Budget:	40,153,203.00
Variance (Budget minus E\$AC):	-2,256,861.81
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 Nov 21, 2014

Dollars Projected For Month:	603,932.13
Actual Dollars Used:	620,466.60
Variance (Projected minus Actual):	16,534.47
Reason For Variance:	Hiring and training costs not incurred in August or September were incurred in October. Additionally, October had 3 biweekly pay periods and interviewer hours were higher than originally projected.

Measures

	Units Complete	RR	HPI
Current Goal:	1250	75%	9.0
Goal at Completion:	1250	75%	9.0
Current actual:	656	50%	10.0 (cumulative)
Estimate at Complete:	1300	75%	10.0
Variance:	51	0	1.0

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"> <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												
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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), Andrew Piskorowski and Paul Schulz (Illume programming)												

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	Nov, 2014 (AHRB)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<ul style="list-style-type: none">IRB: Our next IRB submission will be as close to Dec. 1 as possible. We will submit changes to the NC tasks and survey content, and to the proctor scripts, based on what we learned in the subject pool (pilot) data collections.Pilot: Of the 177 intro psych subject pool students expected, 171 ended up attending the six sessions that were held at the Perry Building Nov 10-13. Each session was two hours - approximately 45 minutes for the survey, 45 minutes for the NC tasks, and a break in between. The pilot was extremely successful - we learned some good lessons that we will be able to apply to the high school study, and we gained valuable feedback from the participants.School recruitment: Visit with Adrian on Nov. 10. The principal is willing to participate. Lincoln Consolidated declined definitively. The PI has not heard back from Dexter, so we are considering it a dead end. The PI drafted a school agreement (required by IRB) and these were mailed to Saline, Whitmore Lake and Manchester on 11/7 and to Adrian on 11/14. Kathy (school liaison) started contacting schools the week of 11/17. The PI wishes to reach out to 5 additional school districts to seek their participation. Letters and brochures were mailed to these on 11/25.NC tasks: The NC helper application and Inquisit tasks were ready by the end of October, thoroughly tested within the private network, and used for data collection during the pilot. Based on pilot findings, the researchers may want to make changes to the task scripts, the instructions, and increase the number of random orders (controlled by the app) from 6-10.Survey: Meredith completed the survey programming by Oct. 27. Stand-alone testing took place 10/27-10/29. Final changes to the survey were incorporated by 11/5. The survey was tested in the private network, then used for data collection during the pilot. Based on pilot findings, the researchers may want to add small amount of new content.Private network: The large amount of effort put forth during the 2nd half of Oct paid off as we were ready to hold an integrated test of network, survey and NC tasks + data sync/transfer on 11/5. No network problems experienced during the pilot sessions. Post-pilot work will include refinements, documentation, prepping more equipment for the HS study, and cross-training of more HD staff.SRIS: Work in Nov will focus on user testing and feedback to Shaowei.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.Formatted materials were printed and received around 11/10.		
Special Issues	Only 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.		
Cost			
Nov 30, 2014	Total Cost to Date (Direct + Indirect):	145,593.46	
	Estimated Cost at Completion (E\$AC):	1,034,667.32	
	Total Budget:	1,082,053.00	
	Variance (Budget minus E\$AC):	47,385.68	
	Reason For Variance:	Years 2-4 not well defined yet.	
Projections			
Nov 30, 2014	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
	<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:	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.																								
SRO Project Period	08/2013 - 11/2014																								
Data Col Period	05/2014 - 10/2014																								
Security Plan	Yes																								
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>08/01/2013</td><td>Pretest Start:</td><td>02/10/2014</td></tr><tr><td>Pretest End:</td><td>03/31/2014</td><td>Recruitment Start:</td><td>03/10/2014</td></tr><tr><td>Staffing Completed:</td><td></td><td>GIT Start:</td><td></td></tr><tr><td>SS Train Start:</td><td></td><td>SS Train End:</td><td></td></tr><tr><td>DC Start:</td><td>05/08/2014</td><td>DC End:</td><td></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	Nov, 2014 (PSID-CE (aka FES-CE))	Project Phase	Closing
Risk Level	Some Concerns		
Monthly Update	November work included:		

- Transition of PAPI Logging and Data Entry to PSID staff as of 11/3.
- On-going SRO logging of returned mail and end game cash.
- Investigation into production anomalies (e.g. wrong line cases, cases completed >1x, etc.)
- Submission of 7471 to increase budget (11/18).

Special Issues

The current design deviates in some significant ways from the scope associated with the approved budget. This has been discussed with the PIs. Given the number of unknowns, the PIs request the option to make changes during production in response to production outcomes and to work in collaboration with SRO to assess the cost implications of those decisions. They promise to authorize costs beyond the approved budget if necessary to address production challenges.

The PIs insisted upon a target response rate of 85% during the budgeting process but have been warned by SRO that that target is higher than we would advise/expect and may be unattainable.

The project has determined it must take a very hard line on R confidentiality including forbidding any reference to the study name in e-mail correspondence to the Rs, even disallowing sending the URL to Rs.

An error in the Rel 2 wk 2 reminder mailing to Choice Rs caused PAPIs to be omitted. This has lead to Rel 2 follow-up being split into separate Choice and Web schedules, increasing the complexity considerably.

Near the end of the study, interventions on Rel 2 and 3 cases began to be taken based upon CDS affiliation; basing interventions upon project affiliation was not part of the original design.

Note: As of 11/4 the PIs are expressing reticence to close down the URL. They had previously indicated that we could shut it down after 3 consecutive days with no Web completes. As of 11/26 there's still not agreed-upon date for closing the URL.

Cost Nov 30, 2014

Total Cost to Date (Direct + Indirect):	612,623.89
Estimated Cost at Completion (E\$AC):	641,314.84
Total Budget:	442,061.00
Variance (Budget minus E\$AC):	-199,253.84
Reason For Variance:	The project's scope has changed significantly since originally budgeted. 1) The number of interventions (mailings and e-mail reminders has increased). 2) The number of versions of intervention materials has increased. 3) The amount of sample reaching each intervention point has increased (due to lower than target production). 4) The call limit on Rel 2 and Rel 3 cases was raised from 6 (as budgeted) to 8.

The PIs had previously indicated that they would add \$60 - \$75K Direct to SRO's budget to cover scope changes. When notified that the overrun was projected to exceed that amount, they sent confirmation 10/29 that they would increase the budget to \$412,530 Direct, \$641,484 Total.

The Direct overrun is currently projected at -\$128,138.10. We're projecting to end \$108.90 (Direct) *less* than the revised, authorized budget.

Projections Nov 30, 2014

Dollars Projected For Month:	57,867.38
Actual Dollars Used:	65,052.74
Variance (Projected minus Actual):	-7,185.36
Reason For Variance:	The variance was primarily due to an under-projection of contingent SSL costs (reminder calling, PAPI Logging/DE, toll-free line, mailing assembly, shift management, etc.).

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	7,832	60%	.8
Current actual:	8,002	61%	.78
Estimate at Complete:	8,010	61%	.78
Variance:	178	-1%	.02

Other Measures

Data provided are through 11/26, across all releases and modes. HPI is calculated as Hours per Reminded case and excludes the work (hours and finds) of the SSL iwer who charges ET.

Note: Target RR and Target Completes were revised from 85% to 60% in the 9/2014 Monthly report. The PIs had originally insisted that SRO target an 85% RR but now indicate that 60% should be our minimum RR target. **We hit 60% on 10/31.**

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	Nov, 2014 (SRS W3)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<p>Production on baseline completions has continue to slow down as the largest proportion of cases are in tracking. Project staff have added student help with tracking. We have been using persuasion letters for resistant lines and have had a slower but steady number of completed baselines, we have needed to adjust staffing downward to match the sample available to call. In October we launched the first round of web surveys. This launch was again complicated by study staff insisting on last minute changes (after sign off) including once production had started. Nonetheless the process of online completion and phone assistance and reminders went well.</p>		

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
Nov 30, 2014

Total Cost to Date (Direct + Indirect): 539,181.86

Estimated Cost at Completion (E\$AC): 1,383,268.94

Total Budget: 1,478,804.00

Variance (Budget minus E\$AC): -177,893.36

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
Nov 30, 2014

Dollars Projected For Month: 101,123.01

Actual Dollars Used: 102,694.59

Variance (Projected minus Actual): -1,571.58

Reason For Variance:

Costs were slightly higher than projections due to additional programming tasks required to launch Oct web survey (last minute changes client wanted implemented)

Measures

	Units Complete	RR	HPI
Current Goal:	885		5.5
Goal at Completion:	1639	.75	5.2
Current actual:	679	.36	3.55
Estimate at Complete:	1380		
Variance:	259		

Other Measures

we are also collecting monthly web surveys

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: The monthly Surveys of Consumers are a series of nationally representative surveys with households in the contiguous United States. The SCA is designed to measure changes in consumer attitudes and expectations.

The objectives of the surveys are to learn what consumers think about economic events under varying circumstances and to determine why they think and behave as they do. Since changes in attitudes and expectations occur in advance of behavior, measures of consumer attitudes and expectations can act as leading indicators of aggregate economic activity. The survey measures are not intended to establish the absolute level of consumer sentiment at any given time. The SCA is intended to measure change. Each month the SSL interviewing staff obtains 500 interviews.

SRO Project Period 01/2014 - 12/2014

Data Col Period 01/2014 - 12/2014

Security Plan Yes

Milestone Dates

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

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

Report Period Nov, 2014 (SCA 2014) **Project Phase** Implementing

Risk Level Some Concerns

Monthly Update SCA completed its November study two days early, with 501 completed interviews, 336 RDDs and 165 Recons. The RDD split was 63 landline cases and 273 cell phones, and the Recons split was 55 landlines and 110 cell cases. The instrument was 23.2 minutes in length, about eight minutes shorter than the previous month. Our HPI was about 2.12,

the lowest since last November. We have had a bit of interviewer attrition, and did a call for on-staffers who had worked SCA in the past. We expect three interviewers to be added to the SCA December study from this, and may look at additional on-staff recruiting going forward.

Special Issues

Cost Nov 10, 2014

Total Cost to Date (Direct + Indirect):	576,031.37
Estimated Cost at Completion (E\$AC):	698,443.45
Total Budget:	649,196.00
Variance (Budget minus E\$AC):	-49,247.45

Reason For Variance:

Instruments in January, April, June, July and October were all longer than projected in the original budget. Adjustments were also made to substitute some SSA hours for Interviewer II hours as part of the QC process, resulting in higher cost.

Projections Nov 10, 2014

Dollars Projected For Month:	55,170.00
Actual Dollars Used:	59,589.00
Variance (Projected minus Actual):	-10,374.67

Reason For Variance:

This reflects October costs, not November, and are higher because of an extra week of data collection and a longer instrument. Actuals for November should be more in line with budgeted numbers.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	500	10	2.00
Current actual:			
Estimate at Complete:	501	10	2.12
Variance:	1	0	0.12

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	Nov, 2014 (SCIP-2014)	Project Phase	Implementing										
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.

Special Issues

Cost

Dec 05, 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 05, 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	Nov, 2014 (CDS 2014)	Project Phase	Implementing
Risk Level	<i>Some Concerns</i>		
Monthly Update	<p>During the month of November, the project manager and survey director joined weekly meetings with the PI and PSID staff to review data collection, discuss potential incentives to assist in data collection (i.e. holiday incentives). Pls identified at the end of the month some possible dashboards for CDS (which is outside the current workscope) for which we will obtain cost estimates. Instrument programming, Sample Management Sytems programming, CTT testing, and integrated testing continued as fixes and/or enhancements to systems and reports were identified during the first few weeks of data collection. Spanish translations, text message protocol, and holiday incentive was submitted to IRB for approval. Expect to program and test Spanish in December.</p> <p>Main Data Collection continued in November with 69 interviewers, 7 TLs, 2 PCs, 1 lead tracker and 1 travel coordinator (no staff attrition in the first month). SSL staff staff continued working on PCG and saliva mailings. Training on logging of materials occurred in November as we started receiving completed time diaries, saliva, and linkage consent forms in Ann Arbor. Evaluations began right after data collection began but verification is just beginning as the programming was just signed off on this week after final testing was completed. Study staff is working on programming changes to the time diary data entry program as well as making changes to the time diary coding book - expected to be ready mid December.</p> <p>As of November 24, 2014, iwers had fully completed 1,142 Coverscreens (36% RR), 306 PCG lws in Blaise (27% RR) and 928 Child lws in Blaise (47% 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. PCs, TLs, and Interviewers have been working together closely on strategies for best managing their sample. In addition, tracking training via Centra was conducted with iwers during the 2nd week of November. Since then iwers have been also been working their tracking cases.</p> <p>We are currently behind our weekly Blaise goals due to a slow start for some iwers and then tracking training and follow-up iwer training. Since we are still early in data collection, many iwers have requested to work more than their committed hours to make up for the slow start. In future, TLs will also do interviews although right now their main focus has been on monitoring and supporting the interviewers on this complicated study. Saliva, Linkage consents, and time diaries just started coming into Ann Arbor for logging so we will begin monitoring these closely.</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 		
Cost			
Oct 31, 2014	Total Cost to Date (Direct + Indirect):	1,602,864.76	
	Estimated Cost at Completion (E\$AC):	6,867,361.00	
	Total Budget:	6,867,361.00	
	Variance (Budget minus E\$AC):	0.00	

Projections
Oct 31, 2014

Reason For Variance:

No variance as the final budget was just approved by the PIs mid-October and currently we are projecting to full budget.

Dollars Projected For Month:

997,359.20

Actual Dollars Used:

546,454.56

Variance (Projected minus Actual):

450,904.60

Reason For Variance:

Hours for the month were over-projected a bit by 700 hours but the largest impact was non-salary items had not hit in the October cost report. The non-salary has been pushed forward into November.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	3,069	93%	4.29
Current actual:	1,142	36%	3.14
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%

Child Blaise Interviews: 92%

Birth/School Linkage Consents: 92%

Saliva Collection: 85%

Child Time Diaries: 85%

IVR: Unknown (research indicates 30% RR is norm for IVR with adults in market research. CDS is expecting higher RR but a final goal RR was never defined).