

Survey Research Operations

Monthly Project Report

Sponsored Projects

January 2020



Sponsored Projects

(AFHS) American Family Health Study
 (ACL6) Americans' Changing Lives - Wave 6
 (BFY) Baby's First Years
 (Child First) Child First
 (C.A.R.E.) Concussion Assessment, Research and Education (CARE) Consortium
 (ED-Stars Continuation) Emergency Department Study to Assess Risk of Suicide - Continuation Project
 (ECHO) Environmental Influences on Child Health Outcomes
 (EDCPE) Every Dollar Counts Program Evaluation
 (HRS 2018) Health and Retirement Study 2018
 (HRS 2020) Health and Retirement Study 2020
 (H&WB) Health and Wellbeing in Southeast Michigan
 (HID) High Intensity Drinking
 (HCDC, H&C) Housing & Children
 (HRS Actigraphy Pilot) HRS 2019 Actigraphy Pilot
 (CAMS 2019) HRS 2019 Consumption and Activity Mail Study
 (HRS - LHMS Spring 2019) HRS Enhancing Retrospective Life History Data 2019
 (HRS-Neuro) HRS Neuroimaging Pilot
 (OYMS 2019) HRS Off Year Mail Survey 2019
 (IHDS3) India Human Development Survey Wave 3
 (MTF Web 2020) Monitoring the Future Web 2020
 (NDIC DMAS) National Data Innovation Centre -- Delhi Metropolitan Area Study
 (NSFG 2010-2020) National Survey of Family Growth
 (PSID19) Panel Study of Income Dynamics 2019
 (PSID 2019 Full Pilot) PSID 2019 Full Mixed Mode Pilot
 (CDS-19) PSID Child Development Supplement V (2019)
 (WMH-Qatar) Qatar World Mental Health Survey
 (SWEL) Stress and Wellbeing in Everyday Life
 (STARRS-LS Supplement) Study to Assess Risk and Resilience in Servicemembers - Longitudinal Study S
 (STARRS-LS) Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study
 (SCA 2020) Surveys of Consumer Attitudes
 (TAS2019) Transition Into Adulthood Supplement
 (VCT) Video Communication Technologies in Survey Data Collection
 (WHS) Women's Health Study

Project Name	American Family Health Study (AFHS)				
Project Mode	Primary: Web	Secondary: Mail	Total of Modes: 3		
Project Type	Sponsored Projects			Project Status	Current
Budget	Direct Budget:	1,596,238.00	Indirect Budget:	893,875.00	Total Budget: 2,490,133.00
Principal Investigator/Client	Brady West (Survey Research Center) William Axinn, Mick Couper and James Wagner (Survey Research Center)				
Funding Agency	National Institutes of Health (NIH)				
IRB	HUM#:		Period Of Approval:		
Project Team	Project Lead:		Rebecca Gatward		
	Budget Analyst:		Dean E Stevens		
	Production Manager:		Derek Dubuque		
	Senior Project Advisor:		Grant D Benson		
	Production Manager:				
	Production Manager:				

Proposal #: no data

Description:

The American Family Health Study is a methodological project which aims to evaluate the feasibility of collecting national family, fertility and reproductive health data on a nationally-representative sample using a self-administered mode that is comparable to data collected with an in-person (interviewer-administered) study.

We plan to screen around 42,120 randomly selected U.S. households by mail and web to identify an eligible population (aged 18-49 years). The screening work will be divided across two successive nine month periods (n=21,060 per effort). Each 'replicate' is a fully representative sample of U.S. households. Eligible respondents will be invited to complete three modules of content (administered separately or one instrument), either online or a paper questionnaire. The plan is obtain at least one returned module from 4,000 respondents.

There will be a two month gap between replicates. The first replicate will begin in September 2019 and the second in around July 2020.

The sample (addresses) will be selected via Market Systems Group (MSG). The following response assumptions have been made: at the screening stage, we estimate a response rate of 50% (around 21,000). Of these we expect approximately 12,000 addresses to contain an eligible person. In households with more than one eligible person we will randomly select one person.

The contact protocol for the screener and main data collection is designed to, initially, push completion by web. Addresses or selected participants will only be mailed a paper screener or questionnaire after reminders encouraging completion online. This is a recent change to the protocol and was made after the SRO budget proposal was provided to the PI.

The main interview consists of three modules which will replicate almost all NSFG content. The PI group is leading the process of reviewing and translating the content to web format and will provide specifications for programming to SRO.

The following revisions have been made to the study design as detailed in the latest budget proposal (SRO scope of work);

- o We will use an external vendor to scan returned paper screeners, rather than manual data entry. This vendor will also format the paper forms, print materials and be responsible for most of the respondent mailings.
- o The original study design did not include web as a mode of data collection for screening. Additional funding from SRC has been obtained by the Principal Investigator to cover the development of a web screener and associated data management and reporting costs.
- o Telephone reminder calls remains one of the steps in the non-response protocol for the main data collection. However, it is likely that this effort will be targeted to a subset of the selected sample, rather than across the entire sample.
- o The amount budgeted for the TOA for the screener was \$2 and \$5 – 50% of the sample to receive each amount. The TOA amount will now be \$2 for the full sample. We may provide an additional TOA of \$5 to a subset of the non-responders as part of one of the follow-up reminder mailings (depending on available budget).
- o The eligibility age range for the study has been changed from 15-49 to 18-49. This eliminates the need to contact to parents/guardians of all eligible respondents who have not reached the age of majority to gain consent to participate in the study. There are three states where the age of majority is above 18 years of age – in these states we will adjust the selection protocol as necessary.
- o A further change to the study protocol is around completion of the main modules. In some circumstances we will provide Respondents the option to move directly to complete the main modules after completing the screener without being sent an invite in the mail/email to do so. This will only happen if the selected R is also the person who completed the screener.
- o An experiment around completion of the modules has been introduced to the protocol. Twenty per cent of the

selected eligible respondents will be invited to complete the full 60 minute survey as one instrument, rather than completing three separate modules.

SRO Project Period
Data Col Period
Security Plan
Milestone Dates

01/2019 - 10/2021
 09/2019 - 03/2021
 NA

PreProduction Start: 05/03/2019
Pretest End:
Staffing Completed:
SS Train Start:
DC Start: 01/21/2020

Pretest Start:
Recruitment Start:
GIT Start:
SS Train End:
DC End: 10/31/2021

Other Project Team Members:

SRO Team: Leah Roberts, Matt Hanger, Neil Erikson, Pooja Varma-Laughlin, Jim Rodgers, Keith Liebetreu, Colette Keyser

Other Project Names:

During the budget proposal stage this project was known as 'A More Efficient Web-Based Approach to Collecting National Family, Fertility and Reproductive Health Data'.

Sample Mgmt Sys

MSMS

Data Col Tool

Blaise 5; SAQ

Hardware

Desktop

DE Software

Other (Blaise 5 (for Mail questionnaires)); External vendor (TBD)

QC Recording Tool

N/A

Incentive

Yes, R

Administration

SRO Group

Payment Type

Check, post (Modules 1 - \$20, Module 2 - \$20 and Module 3 - \$30); Cash, prepaid (Screener IW - \$2 Potentially

Payment Method

Check through STrak RPay System; Check through other system (Info. from MSMS and transfer information via

Report Period

Jan, 2020 (AFHS)

Project Phase

Planning

Risk Level

Some Concerns

Monthly Update

ahupp entered; RG may want to update when she returns

-Much of January was spent conducting integration tests among all of the various systems.

-Launch date has been confirmed as 02/10/2020.

-Worked with DataForce to finalize respondent materials.

Below is from December report, leaving for RG

- Task rules are still being set-up in MSMS

- Launch date has been confirmed as 1/21/20 - we are working towards launching on 1/21. Currently ensuring DataForce have final copies of documents to print, reviewing iterations of formatted paper surveys they are developing, working with Jenna Tyson to finalise respondent materials she is designing and doing what is needed to begin integration testing. The protocol is complex so testing will be a lengthy process.

- We had planned to carry out full protocol test during week of 12/16 - this hasn't happened. Protocol testing will not begin until early January.

- SPN materials have been submitted as an amendment (12/13) along with a few English materials. We are awaiting approval before we can print some of the Spanish materials.

- James and Raphael are in the final stages of selecting the sample.

- The next Project Review has been scheduled for 3/6/2020

Special Issues

Teamviewer - this is an alternative software to Bomguard (Bomguard does not work on the tablets). Help Desk hope that this can be used across all SRO projects. We have approval from CMT but are awaiting any procurement steps - there is some discussion about whether a Data Protection Agreement is required. Meanwhile TeamViewer has been loaded on the tablets ready to use.

Text messaging - ideally we would like to send all texts using the automatic method. Sending them manually will increase risk of inaccuracies, delays and increase cost.

Cost

Feb 29, 2020

Total Cost to Date (Direct + Indirect): 534,880.87

Estimated Cost at Completion (E\$AC): 2,291,694.21

Total Budget: 2,490,133.00

Variance (Budget minus E\$AC): 198,438.79

Reason For Variance:

ahupp entered; RG may want to update when she returns Projections to cost reports have not been made yet.

Over the next month we will focus on firming up Survey Tech hours (for TEL non R follow-up, mailing support and possibly sending text messages).

Projections
Feb 29, 2020

Dollars Projected For Month: 263,375.74
Actual Dollars Used: 163,629.70
Variance (Projected minus Actual): 99,746.04
Reason For Variance: The majority of the variance was due to non-salary items being below projections - respondent payments was over 50% of the amount.

Measures

	Units Complete	RR	HPI
Current Goal:	42,120 screened		NA
Goal at Completion:			
Current actual:	NA		NA
Estimate at Complete:			
Variance:			

Other Measures

- Screener response rate = 50% (n=21,000) of these, 12,000 households will include an eligible respondent.
- Oversamples: Women =55% of sample, Teens (18-19) =7.3%, Blacks=20% and Hispanics=20%.
- At the main data collection stage we plan to obtain at least one completed module from 4,000 respondents (RR=33.3%) .

Project Name	Americans' Changing Lives - Wave 6 (ACL6)			
Project Mode	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2	
Project Type	Sponsored Projects		Project Status	Current
Budget	Direct Budget:	462,919.00	Indirect Budget:	259,234.00
			Total Budget:	722,153.00
Principal Investigator/Client	Margaret Hicken (University of Michigan, SRC - SEH)			
Funding Agency	National Institutes of Health, National Institute on Aging			
IRB	HUM#:	HUM00153243	Period Of Approval:	Pending
Project Team	Project Lead:	Terri Ann Ridenour		
	Budget Analyst:	Grace Tison		
	Production Manager:	Lisa J Carn		
	Senior Project Advisor:	Shonda R Kruger-Ndiaye		
	Production Manager:			
	Production Manager:	James Koopman		

Proposal #: no data

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

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

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

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

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

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

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

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

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

SRO Project Period
Data Col Period
Security Plan
Milestone Dates

09/2018 - 09/2019
 04/2018 - 08/2019
 NA

PreProduction Start:

Pretest End:

Staffing Completed:

SS Train Start: 04/02/2019

DC Start: 04/23/2019

Pretest Start:

Recruitment Start: 02/25/2019

GIT Start: 04/01/2019

SS Train End: 04/03/2019

DC End: 09/14/2019

Other Project
Team Members:

Shonda Kruger-Ndiaye: SPA
 Terri Ridenour: SRO Lead/Project Manager
 Jaime Koopman: SSI (Blaise/STrak Specs)
 Gary Hein: SSI (Weblog Specs)
 Debra Heier: SSA (Project Coordination)
 Becky Scherr: SSA (Project Coordination)
 Grace Tison: Financial Analyst
 Lisa Carn: Production Manager
 Russ Stark: SSL STrak systems consultant and lab management
 Jeff Smith: Technical Lead
 Stephanie Windisch (and Chris Greene): Data Managers
 Jeff Smith: SurveyTrak Programmer
 Ashwin Dey: WebTrak, Weblog Programmer
 Dave Dybicki: CAI Programmer-Blaise
 Andrea Pierce: Help Desk

Other Project
Names:

"Racial inequalities in health throughout adulthood: The cumulative impact of neighborhood chemical and non-chemical stressors on epigenomic pathways" (aka, "Social epigenomics of racial health inequalities - SERHI")

Sample Mgmt Sys

SurveyTrak

Data Col Tool

Blaise 4.8

Hardware

Desktop

DE Software

NA

QC Recording Tool

NA

Incentive

Yes, R

Administration

SRO Group

Payment Type

Check, prepaid (\$30 (interview)); Other (Check, prepaid - \$50 (consent to WBD/making home appointment))

Payment Method

NA

Report Period

Jan, 2020 (ACL6)

Project Phase

Implementing

Risk Level

Some Concerns

Monthly Update

Phase 1 of the ACL6 project is currently on hiatus. The Phase 2, decentralized (Reboot) proposal and updated ballpark budget was submitted to the PI on 12/24/19. Dr. Hicken submitted the request for an administrative supplement from sponsor (NIMHD) and is awaiting response.

REF: ACL6 Decentralized Reboot – Reduced scope
 SRO #18-0002R01S04

This work is a continuation of data collection activities for the Social Stress and Vulnerability to Environmental Toxicants: Epigenomic Pathways to Health Inequalities project, and proposes to transfer approximately 290 sample lines from the original Survey Services Laboratory (SSL) data collection to the field for face-to-face data collection. These lines include all non-Hispanic Black respondents and other respondents deemed high priority. We have also budgeted additional effort to recontact 392 respondents who have already completed the interview, but who did not consent to or complete the Home Visit portion of the data collection. For the main interview portion of the project the interview length is 60 minutes with an additional 15 minutes for consent to a follow-up ExamOne home visit; we estimate that approximately 88 respondents will agree to complete the interview; all 290 samples lines will receive a pre-paid incentive of \$30; each respondent who completes a face-to-face interview will receive a post-paid incentive of \$70; and each respondent who completes the ExamOne home visit will receive an additional post-paid incentive of \$100. For the Home Visit Refusal Conversion we have assumed 392 respondents who completed the interview will be

requested to consent to and complete the ExamOne Home Visit; we expect that we will be able to attempt 278 of these lines face-to-face, and the remaining 114 by decentralized telephone; this budget contains all effort and materials needed to attempt to obtain consent from these individuals; this work must be done concurrently with the Reboot interviewing activity described above; respondents who complete the ExamOne Home Visit will receive a \$100 post-paid incentive.

Please see this folder for latest Proposal Docs that were submitted:
L:\projects\ACL6\02 Budget\Proposal Docs\Reboot Ballpark Estimate

Special Issues

Cost
Feb 07, 2020

Total Cost to Date (Direct + Indirect): 774,748.54
Estimated Cost at Completion (E\$AC): 775,416.31
Total Budget: 722,153.00
Variance (Budget minus E\$AC): -53,263.31
Reason For Variance: Please see Monthly Updates.

Projections
Feb 07, 2020

Dollars Projected For Month: 63.03
Actual Dollars Used: 310.52
Variance (Projected minus Actual): 247.49
Reason For Variance: Some unexpected charges hit for staff time required to process replacement incentive checks and communicate with ACL6 respondents.

Measures

	Units Complete	RR	HPI
Current Goal:	1,058 (1,526 sample)	80%	5
Goal at Completion:			
Current actual:	729	54%	6.7
Estimate at Complete:			
Variance:			

Other Measures

Home Visit Consent

Goal at Completion: 700

Current Actual: 413

Current Undecided: 20

Project Name	Baby's First Years (BFY)			
Project Mode	Primary: Face to Face Total of Modes: 1			
Project Type	Sponsored Projects		Project Status	Current
Budget	Direct Budget:	4,330,584.00	Indirect Budget:	1,797,114.00 Total Budget: 6,127,698.00
Principal Investigator/Client	Dr. Greg Duncan (University of California - Irvine) Dr. Kimberly Noble (Teachers College Columbia University) Dr. Katherine Magnuson (University of Wisconsin)			
Funding Agency	National Institute of Child Health and Human Development (NICHD)			
IRB	HUM#:	HUM00137963	Period Of Approval:	
Project Team	Project Lead:	Piotr Dworak		
	Budget Analyst:	Janelle P Cramer		
	Production Manager:	Barbara Aghababian-Homburg		
	Senior Project Advisor:	Stephanie A Chardoul		
	Production Manager:	Margaret Lavanger		
	Production Manager:	Anthony Romanowski		
Proposal #:	no data			
Description:	<p>University of Michigan Survey Research Center (U-M SRC) is contracted to recruit and interview participants for Baby's First Years -- a longitudinal randomized control trial study.</p> <p>The study's full name, listed on sub-contract documents, is Household Income and Child Development in Early Years. The study will draw on a convenience sample of mothers and their newborns in four US metropolitan areas: New York City; Omaha/Lincoln; New Orleans; and Minneapolis. One or two hospitals, listed in this application, will be used as recruiting sites in each area. The study uses a randomized control trial design in which low-income mothers and newborns will be randomly assigned to a treatment group that receives an unconditional income enhancement -- cash payments of \$333 per month—an amount roughly comparable to a variety of income assistance policies in the U.S. and shown to be associated with meaningful improvements for poor children in prior studies—or to a control condition that receives \$20 per month. In both groups, the payments will be made for the first 40 months of the child's life. To understand the impacts of added income on children's development, researchers will assess treatment/control group differences at ages 1, 2 and 3 on measures of cognitive, language, memory, self-regulation and socio-emotional development. Recruitment is scheduled to start in April of 2018, and each follow-up interview will be conducted 12 months later -- close in time to the child's 1st, 2nd, and 3rd birthday. The feasibility of the approach has been established in a one-year pilot conducted in 2014 at the New York Presbyterian Hospital/Columbia University Medical Center.</p> <p>The Principal Investigators are Dr. Greg Duncan from University of California Irvine (UCI), Dr. Kimberly Noble from Teacher's College Columbia University (TCCU), and Katherine Magnuson from University of Wisconsin-Madison (UWM). UCI (Dr. Duncan) and TCCU (Dr. Noble) are the institutions and signatories funding the U-M SRC subcontract from various sources including the National Institute for Child Health and Human Development (NICHD) and private foundations listed in this application. The study research team also includes co-investigators Lisa Gennetian (New York University), and Hiro Yoshikawa (New York University).</p> <p>SRO will be responsible for four interactions with the selected mothers/infants:</p> <ul style="list-style-type: none"> • Baseline will occur immediately (within 24-48 hours) after birth, in the hospital; • Wave 1 will be a telephone interview with the mother when the child is 12 months old; • Wave 2 will be an in-person interview in the family's home that includes survey, developmental assessment, biomarker collection, and video recorded behavioral interaction when the child is 24 months old; • Wave 3 will be an in-person survey done while the mother and child are visiting a lab for other clinical tests when the child is 36 months old. <p>Each data collection phase/wave will be a full 12 months, with Baseline starting in April 2018:</p> <p>Recruitment/Baseline: 04/01/2018 - 03/31/2019 Wave 1: 04/01/2019 - 03/31/2020 Wave 2: 04/01/2020 - 03/31/2021 Wave 3: 04/01/2021 - 03/31/2022</p>			
SRO Project Period	10/2017 - 12/2020			
Data Col Period	04/2018 - 12/2020			
Security Plan	NA			

Milestone Dates**PreProduction Start:** 10/01/2017**Pretest End:****Staffing Completed:** 02/07/2018**SS Train Start:** 03/20/2018**DC Start:** 05/07/2018**Pretest Start:****Recruitment Start:** 01/01/2018**GIT Start:** 03/19/2018**SS Train End:** 03/22/2018**DC End:** 06/30/2022**Other Project****Team Members:**

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

Other Project**Names:****Sample Mgmt Sys****Data Col Tool****Hardware****DE Software****QC Recording Tool****Incentive****Administration****Payment Type****Payment Method**

MSMS
 Blaise 5
 Laptop; [UM cell] Phone
 N/A
 Other (to be specified)
 Yes, R
 SRO Group
 Cash, prepaid (50)
 Check through other system (MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS)

Report Period

Jan, 2020 (BFY)

Project Phase

Implementing

Risk Level*Some Concerns***Monthly Update**

Project updates:

Age 1 week 32 out of 53 ended with 513 completes. Age 1 data collection is ending in 21 weeks (end of June 2020). Pace of data collection has accelerated from ~ 20 completes per week to nearly 30 each week for the past 3 weeks after adding 5 new interviewers to the production team. To address PI concerns with hard to find / no-contact rate BFY is expanding the between-wave follow up process to multiple calls, web address updates, and visits with BFY participants before Age 1 and between Age 1 and Age 2. Cost for additional outreach and hiring has been modeled in the January CRS Report and resulted in much higher overrun. Cost increases have been approved by the PIs (however, no formal funding has been presented) but the newly constructed budget has not yet been shared with the team. The planning for Age 2 is in progress.

Data collection / Sample:

Weekly goals and actual by site:

	Goal	Actual	+/-
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Overall	568	513	-55
Nebraska	174	144	-30
New York	143	140	-3
Minnesota	75	66	-9
Louisiana	176	163	-13

Staffing: "Age 1 Staffing:

17 iwers in total (adding 6 in January)

NE: 3 (1 NH BFY Enrollment experience / 2 from Jan 2020 hire)

MN: 2 (1 Enrollment NH / 1 Jan 2020 hire)
 NY: 4 OS (3 with Enrollment experience)
 NOLA: 5 (2 Enrollment NH and 1 OS / 2 from Jan 2020 hire)
 Travelers: 3 (OS, one with shared responsibility as a locator)
 Outreach team: 3 (OS)
 Outreach team: 3 (OS, not trained as BFY interviewers)"

Technical system: Staffing shortage is affecting programming and data ops operations on the project. BFY is now focusing on releasing mid-wave outreach task rules and Age 2 development.

Finances: Additional budget for hiring and increased scope of R outreach has been approved by the PIs. Budget has been re-projected to model increase in interviewer costs due to outreach activities and increase in interviewer pay (+\$2 approved by the PIs). The current budget after accounting for all additions needs to be reviewed internally and presented to the PIs.

Special Issues

Cost
 Feb 29, 2020

Total Cost to Date (Direct + Indirect):	1,918,096.39
Estimated Cost at Completion (E\$AC):	6,986,511.54
Total Budget:	6,127,698.00
Variance (Budget minus E\$AC):	-858,813.54
Reason For Variance:	Projected overrun was presented to the PIs and reflected our assumptions about work/scope given additional Age 1, Age 2, and outreach requests.

Projections
 Feb 29, 2020

Dollars Projected For Month:	111,102.95
Actual Dollars Used:	165,715.22
Variance (Projected minus Actual):	-54,612.27
Reason For Variance:	Age 1 R payments are "parked" in June 2020 resulting in \$10K monthly overrun. Salary = \$14K overrun. Travel = \$10K overrun. R&D fees are underprojected by \$15K. Additional travel to training/outreach \$10K overrun).

Measures

	Units Complete	RR	HPI
Current Goal:	568	—	9
Goal at Completion:	900	—	11
Current actual:	513	—	11
Estimate at Complete:	900	—	11
Variance:			

Other Measures

Project Name	Child First (Child First)												
Project Mode	Primary: Face to Face	Secondary: Telephone	Total of Modes: 3										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 1,041,810.00	Indirect Budget: 104,182.00	Total Budget: 1,145,992.00										
Principal Investigator/Client	Stephanie Chardoul (SRO/SRC)												
Funding Agency	MDRC, (Laura and John Arnold Foundation, The Duke Endowment)												
IRB	HUM#: HUM00166328	Period Of Approval:	9/11/2020										
Project Team	Project Lead: Barbara Lohr Ward Budget Analyst: Parina Kamdar Production Manager: Lloyd Fate Hemingway Senior Project Advisor: Nicole G Kirgis Production Manager: Taylor Franklin Production Manager:												
Proposal #:	no data												
Description:	<p>Child First (CF) is a comprehensive, home-based, therapeutic intervention targeting multi-risk young children and families, embedded in a coordinated system of care. An earlier randomized control trial (RCT) of CF showed very promising impacts in one site with a small sample of families (N = 157; see Lowell et al., 2011 published in Child Development). The current RCT will be conducted in a broader number of sites across two states (Connecticut and North Carolina) to help answer questions about whether the demonstrated impacts of CF can be replicated at-scale across multiple locations. The study aims to estimate the impact of the Child First program on outcomes for children, parents, and families measured 12-and 36-months after random assignment. In addition, the current study will look at whether Child First is more beneficial for certain subgroups of families, including caregivers who have experienced trauma or substance abuse, have a history of depression, and children exhibiting issues with behavior or language development.</p>												
SRO Project Period	10/2019 - 03/2022												
Data Col Period	08/2020 - 12/2021												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 09/01/2019</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start: 02/03/2020</td> </tr> <tr> <td>Staffing Completed: 06/01/2020</td> <td>GIT Start: 07/25/2020</td> </tr> <tr> <td>SS Train Start: 07/27/2020</td> <td>SS Train End: 07/31/2020</td> </tr> <tr> <td>DC Start: 08/01/2020</td> <td>DC End: 12/31/2021</td> </tr> </table>			PreProduction Start: 09/01/2019	Pretest Start:	Pretest End:	Recruitment Start: 02/03/2020	Staffing Completed: 06/01/2020	GIT Start: 07/25/2020	SS Train Start: 07/27/2020	SS Train End: 07/31/2020	DC Start: 08/01/2020	DC End: 12/31/2021
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SS Train Start: 07/27/2020	SS Train End: 07/31/2020												
DC Start: 08/01/2020	DC End: 12/31/2021												
Other Project Team Members:	Tricia Blanchard, Genise Pattullo, Shanti Suresh, Neil Eriksen.												
Other Project Names:													
Sample Mgmt Sys	MSMS												
Data Col Tool	Blaise 4.8												
Hardware	Laptop; [UM cell] Phone; Other (Video Recording Equipment)												
DE Software	NA												
QC Recording Tool	DRI-CARI; Other (Video Recording)												
Incentive	Yes, R												
Administration	SRO Group												
Payment Type	Check, post (\$50); Cash, prepaid (\$2 locating payment); Cash, post (\$50 cash post assessment)												
Payment Method	Check through STRak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest C												

Report Period	Jan, 2020 (Child First)	Project Phase	Implementing
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Risk Level	Some Concerns
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Monthly Update	During January 2020 SRC activities included the following:
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Task 1: Management, Budget and Work Plan

- Participated in project meetings with research team to discuss scope and schedule; produced and distributed meeting notes.

- Reviewed and updated spending projections
- Finalized a detailed, cohort-by-cohort task-based schedule for use by internal teams.
- Reviewed the project staffing plan. Began on-boarding a field production manager and sample management system analyst.
- Placed order for video equipment for internal testing and technical systems development.
- Reviewed/discussed caregiver questionnaire with the Survey Operations mandated reporting team.
- Prepared initial job descriptions for interviewer and team leader positions. Met with Survey Operations hiring team to discuss postings.

Task 2: Sampling

- No effort this month

Task 3: Questionnaire Development

- Continued review of PLS5 English and Spanish administration documentation.
- Began preparation of programming specifications for the child assessment.
- Worked with programmers to specify a screen design for PLS-5 data capture.
- Reviewed caregiver questionnaire; developed metrics for estimated timing by section.
- Reviewed sensitive items in caregiver questionnaire; made recommendations with respect to mandated reporting

Task 4: CAI Programming

- No effort this month

Task 5: Systems Programming

- Prepared data for loading into sample management system.
- Reviewed production interviewing work scope. Began preliminary work on field data collection design.

Tasks 6, 7: Interviewer Recruitment & Hiring, Training

- See Task 1 Management for work on interviewer hiring
- Finalized job descriptions for interviewers and team leader. Posted open positions for on-staff interviewers and team leaders.
- Began negotiations with Headway Recruiters for recruitment of interviewers.

Task 8: Main Data Collection

- No effort this month

Task 9: Post Collection Processing

- No effort this month

Task 10: Weighting

- No effort this month

Task 11: Final Data Deliverables

- No effort this month

Task 12: Locating

- Reconciled imprest cash for January.
- Reviewed and cleaned sample file.
- 3-month mailing activities were as follows:
 - o Finalized cohort 5 initial mailing and shipped to respondents.
 - o Prepared and shipped 2nd 3-month mailing for Cohorts 1,2,3
 - o Conducted Accurint search on cohort 4 non-responders.
 - o Conducted outgoing calls for cohort 4 and updated addresses as appropriate.
 - o Began to prepare mail-merge files for cohort 6 3-month mailing.
- Updated specifications for sample management system tasks and parameters. Adjusted specifications for display and preload.
- Tested sample management systems.

Special Issues

The project is under-budgeted in several key areas:

--Project management -budgeted at 30 to 35% and current taking ~75% plus effort. Producing programming specifications for the child assessment alone has taken over 120 hours (60 total hours were budgeted for the entire project). Testing will require at least as many hours due to the complexity of the assessment. In addition, producing specifications for MSMS requires an effort much higher than provided for in the budget.

--Programming is underbudgeted by at least 300 hours. The child assessment requires an estimated 300 hours to program to the level specified in the proposal. This is higher than the total programming budget for the project.

--Data management is underbudgeted by 300 hours to reach a level necessary to maintain a MSMS budget. Data deliverables may require more effort to produce what was specified in the budget.

--Training - the budget does not include project/production manager hours for development of training or training materials required in the proposal. The budget also does not include sufficient interviewer hours for attendance at HOPS.

Cost Feb 29, 2020	Total Cost to Date (Direct + Indirect):	53,879.28	
	Estimated Cost at Completion (E\$AC):	1,250,370.53	
	Total Budget:	1,145,992.00	
	Variance (Budget minus E\$AC):	104,378.53	
	Reason For Variance:	The project was underbudgeted in a number of areas, notably in programming effort required (under by at least 300 hours), data management (under by 300 hours), and project management. We are in the process of assessing the work scope and finding a management model that fits the work scope.	

Projections Feb 29, 2020	Dollars Projected For Month:	29,095.16	
	Actual Dollars Used:	22,336.38	
	Variance (Projected minus Actual):	6,758.78	
	Reason For Variance:	Programming was projected but has not yet started (should start in February). SO R&D was \$3000 lower than projected.	

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

Other Measures

Project Name	Concussion Assessment, Research and Education (CARE) Consortium (C.A.R.E.)					
Project Mode	Primary: Telephone	Secondary: Mail	Total of Modes: 2			
Project Type	Sponsored Projects		Project Status	Current		
Budget	Direct Budget:	821,295.00	Indirect Budget:	213,538.00		
			Total Budget:	1,034,833.00		
Principal Investigator/Client	Dr. Steven Broglio (U of M Kinesiology) Dr. Michael McCrea (Medical College of Wisconsin) Dr. Thomas McAllister (Indiana University School of Medicine)					
Funding Agency						
IRB	HUM#:	Period Of Approval:				
Project Team	Project Lead:	Donnalee Ann Grey-Farquharson				
	Budget Analyst:	William Lokers				
	Production Manager:	Kathleen S Ladronka				
	Senior Project Advisor:	Barbara Lohr Ward				
	Production Manager:					
	Production Manager:					
Proposal #:	no data					
Description:	<p>This budget assumes an overall SRO involvement period of 24 months commencing in January 2019 with data collection taking place during a 20-month period, beginning April 2019. The total cost for this work is estimated at \$1,034,833 (\$821,295 direct, \$213,538 indirect), budgeted at the NCAA's published indirect cost recovery rate of 26%.</p> <p>SRO will provide consultation, respondent location activities and data collection for the NCAA-DoD Grand Alliance (Cumulative and persistent effects of concussion and repetitive head impact exposure: An intermediate follow-up study of US Military Service Academy members and NCAA student-athletes in the CARE Consortium) project. Specifically, SRO will provide consultation on respondent locating and panel maintenance procedures and instruments, locate and contact respondents by mail and phone to prompt them to access the online data collection questionnaire, and conduct telephone interviews with participants who fail to respond to invitations to complete follow-up interviews on the web.</p> <p>The estimate assumes that approximately 7,500 (approximately 5,000 in the first year and 2,500 in the second year of the project) respondents are included in the initial outreach/email request to complete the online instrument by your research team, and that approximately 20% comply. The remaining 6,000 respondents will be followed up by SRO with locating, further contacts and prompting to complete the web survey. Finally, we anticipate direct outreach by telephone interviewers with access to the online application. All respondent incentives will be paid by the research staff.</p>					
SRO Project Period	12/2018 - 09/2020					
Data Col Period	02/2019 - 06/2020					
Security Plan	NA					
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="width: 50%; text-align: center; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>				PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:					
Other Project Team Members:	Donnalee Grey-Farquharson, Kathy LaDronka, William Lokers, Hongyu Johnson, Keith Leibetreu, James Koopman					

Other Project**Names:**

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

Report Period	Jan, 2020 (C.A.R.E.)	Project Phase	Implementing
Risk Level	<i>Some Concerns</i>		
Monthly Update	<p>Activities centered on preparing for Main Data Collection Training in February (02/26, 02/27). Training will be remote via BlueJeans.</p> <p>Questionnaire Mainly retested the function of the questionnaire as we preparing for training related activities.</p> <p>System Programming and testing is continuing to streamline/refine the system.</p> <ul style="list-style-type: none"> Monitored 800 line and inbound emails. 9 cases are currently non-ISR sample. SRO is working with QuesGen to put in process a way for SRO Project Team to manually assign/move these, on a case-by-case basis, from the "greater" database to the SRO sample Followed up on SMS issues reported by interviewers and respondents, liaise with Ques Gen: R completed survey but system shows not complete, R responds with DNC but not visible for interviewers in SMS Updated Interviewers on new SMS feature: status on sample details now displays DNC for release 3 only. SRO is working with QuesGen to be able to see all text responses in the SMS, for all SRO cases Added to and clarified Version 2 of the SMS spec <p>Production</p> <ul style="list-style-type: none"> Integrated new TL, communication with new trainees and with DCS re onboarding of new OS trainees onto project Weekly Interviewer conference calls - including establishing new protocols as needed Input to new data manager around project design & reporting needs - with goal of eventually getting all data needed for Collaboration with technical team to continue technical systems refinement Ongoing operationalizing of best practices and protocols in CARE production - for current and expanded team Looking to start producing weekly production reports for Ops <p>Reports</p> <ul style="list-style-type: none"> Locating data is still not a part of the daily data delivery, However a workaround of a query with option to manually download us available from the SMS. Minako has integrated this with the data delivery to develop a Locating Report in the CARE dashboard Other reports continue to be refined 		

Pilot 3 sample (Release 3), 981 cases, was received in early January and is being worked.

	Overall	rel1	rel2	rel3	
Response Rate	15%			27%	12% 11%
WEB	9%	9%	8%	9%	
CATI	6%	17%	4%	2%	

SRO is in conversation with the PI Team about increasing the sample in an attempt to increase total response.

Special Issues

Cost	Total Cost to Date (Direct + Indirect):	370,609.83
Jan 31, 2020	Estimated Cost at Completion (E\$AC):	977,504.85
	Total Budget:	1,034,833.00
	Variance (Budget minus E\$AC):	57,327.15

Reason For Variance:

Programming and data management work that was budgeted is no longer a part of SRO's scope. Adjustments have been made to accommodate the reduced production time - this has reduced the under-run. We will continue to refine and adjust into spring.

Projections
Jan 31, 2020

Dollars Projected For Month:

85,829.52

Actual Dollars Used:

66,386.91

Variance (Projected minus Actual):

19,442.61

Reason For Variance:

Field staff production hours were lower than projected.

Measures

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

Other Measures

Project Name	Emergency Department Study to Assess Risk of Suicide - Continuation Project (ED-Stars Continuation)												
Project Mode	Primary: Telephone Total of Modes: 1												
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 341,436.00	Indirect Budget: 187,848.00	Total Budget: 529,284.00										
Principal Investigator/Client	Cheryl King, Ph.D., ABPP (University of Michigan) Jacqueline Grupp-Phelan, M.D., MPH (Children's Hospital Medical Center, I David A. Brent, M.D. (University of Pittsburgh Medical Center)												
Funding Agency	National Institute of Mental Health (NIMH)												
IRB	HUM#: HUM00134293	Period Of Approval:	7/31/2017-7/30/2018										
Project Team	Project Lead: Maureen Joan O'Brien Budget Analyst: Janelle P Cramer Production Manager: Lisa J Carn Senior Project Advisor: Kirsten Haakan Alcser Production Manager: Maryam N Buageila Production Manager:												
Proposal #:	no data												
Description:	<p>The study looks at suicide warning signs for the 24 hour period prior to a suicide attempt among adolescents in the United States. The main aim of this study is to gain a better understanding of which adolescents are at imminent risk and when they are at imminent risk for attempting suicide. Warning signs for suicide attempts are determined by examining differences between adolescent cases (suicide attempters) and controls (non-attempters) in emotions, thoughts, behaviors, and life events during the 24-hour period prior to suicide attempts, and by determining which 24-hour warning signs are commonly associated with suicide attempts for subgroups of adolescents. Approximately 1800 of ED STARS Study 2 sample age 12-18 are expected to participate in the ED-Stars Continuation; their parents will also be consented for the project. Ubitrix, an outside software organization under contract, sends text messages to selected respondents every two weeks, for eighteen months, asking mental health questions including if they have attempted suicide in the last two weeks. When a respondent endorses suicide items, SRO is alerted and completes a phone questionnaire with the respondent. SRO attempts to reach these "safety" cases within 24 hours. There are three controls selected for each case by PECARN. The instrument used is the Warning Signs for Suicide Attempt-Adolescent (WSSA-A). All Respondents who endorse items of suicide either by text or by phone interview are transferred to Boys Town National Suicide Hotline at the completion of the phone interview.</p>												
SRO Project Period	01/2018 - 12/2020												
Data Col Period	01/2019 - 09/2019												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 10/15/2017</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start: 11/01/2017</td> </tr> <tr> <td>Staffing Completed:</td> <td>GIT Start:</td> </tr> <tr> <td>SS Train Start: 01/22/2018</td> <td>SS Train End: 01/23/2018</td> </tr> <tr> <td>DC Start: 01/24/2018</td> <td>DC End: 09/30/2019</td> </tr> </table>			PreProduction Start: 10/15/2017	Pretest Start:	Pretest End:	Recruitment Start: 11/01/2017	Staffing Completed:	GIT Start:	SS Train Start: 01/22/2018	SS Train End: 01/23/2018	DC Start: 01/24/2018	DC End: 09/30/2019
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Staffing Completed:	GIT Start:												
SS Train Start: 01/22/2018	SS Train End: 01/23/2018												
DC Start: 01/24/2018	DC End: 09/30/2019												
Other Project Team Members:	Note that the initial project lead was Esther Ullman. Maureen O'Brien served as project manager. As of April 1, 2019, Maureen is project lead.												
Other Project Names:	Continuation, Warning Signs, ED-Stars Continuation,												
Sample Mgmt Sys	SMS												
Data Col Tool	Blaise 4.8												
Hardware	Desktop												
DE Software	NA												
QC Recording Tool	NA												
Incentive	Yes, Other (Amazon gift card)												
Administration	NA												
Payment Type	NA												
Payment Method	NA												

Report Period	Jan, 2020 (ED-Stars Continuation)	Project Phase	Implementing
Risk Level	On Track		

Monthly Update

Currently 131 Case interviews and 297 Control interviews have been completed, for a total of 428 completed interviews. Overall RR is 76% for closed cases. Controls continue to have a higher RR than Cases (82% for Controls and 64% for Cases). 1092 Study 2 respondents agreed to participate out of 1321, for an overall consent rate of 82% (both parents + teen). 139 sample lines were determined ineligible due to no cell phone access which makes them unable to participate in the txt survey from Ubitrix. We have been delivered 168 unique cases (first attempters) and have completed 101. Decreased case delivery continues as sample have been very well worked through. We continue to consider the effect of reduced sample delivery on production, scheduling, and budget. Starting June 1, weekly SSL shifts were reduced. Iwer practice sessions continue with the Co-PI. Iwers have now advanced to Phase II and only meet biweekly with the Co-PI. Practice sessions with the Co-PI are still taking place 1-2 times monthly even with very low sample delivery. 1 interviewer joins by phone as she is unable to come to SRO in person at the time the sessions are held. We will lose the only Spanish interviewer this month, as she has taken a full-time position elsewhere in the university. She has agreed to continue to work contractually for SRO while the project is in production so that she can complete Spanish interviews if we are to receive one. Spanish interviews are completed for parents only. We are working through a plan with the Iwer's new employer so that she can come to SRO to interview if a Spanish interview comes into sample. She will also be given a laptop to interview from home during the evenings or weekends as that is when parents are generally available. The interviews done by laptop offsite will not be recorded as it is not possible with the software the project uses. The PI is aware and willing to make an exception so that Spanish interviews can continue to be done. We continue to see cost savings due to the reduced interviewer shifts and practice sessions, and funds will now carry us through March, 2020. The PI stated she would like to carry funds to April, 2020. The last day of sample delivery will likely be March 31, 2020. Sample will be active for 2 weeks beyond that date.

Special Issues**Cost
Feb 29, 2020**

Total Cost to Date (Direct + Indirect):	568,965.81
Estimated Cost at Completion (E\$AC):	632,281.44
Total Budget:	529,284.00
Variance (Budget minus E\$AC):	8,139.56
Reason For Variance:	Total budget dollars is \$640,421.00. It was \$531,221.00, but the PI increased funds by 70k direct so that we could continue data collection. The reason for variance is increased costs due to increase in programming needs for instrument changes, increase in management time due to extensive time and resources to prepare and implement Iwer training sessions with PI's.

**Projections
Feb 29, 2020**

Dollars Projected For Month:	17,749.96
Actual Dollars Used:	13,655.62
Variance (Projected minus Actual):	4,094.34
Reason For Variance:	Variance is due to staffing hours decrease due to lowered sample delivery. Also, December was a holiday month in which people worked less hours. January is a 3 pay-period month and we should see costs balance out more in Jan.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	1800		
Current actual:	428	76	3.04
Estimate at Complete:			
Variance:			

Other Measures

Project Name	Environmental Influences on Child Health Outcomes (ECHO)					
Project Mode	Primary: Face to Face		Secondary: Telephone		Total of Modes: 2	
Project Type	Sponsored Projects				Project Status	Current
Budget	Direct Budget:	302,269.00	Indirect Budget:	169,270.00	Total Budget:	471,539.00
Principal Investigator/Client	Nigel Paneth (Michigan State University) Michael Elliott (University of Michigan)					
Funding Agency	NIH					
IRB	HUM#:	HUM00139050	Period Of Approval:	10/7/2019-10/6/2020		
Project Team	Project Lead:	Terri Ann Ridenour				
	Budget Analyst:	Parina Kamdar				
	Production Manager:					
	Senior Project Advisor:	Evanthia Leissou				
	Production Manager:	Ian Ogden				
	Production Manager:	Sharon K Parker				
Proposal #:	no data					

Description:	<p>The goal of ECHO is to understand pressing childhood health concerns such as autism spectrum disorders, low birth weight and childhood obesity. The project will collect survey data and a series of bio-specimens in order to assess the effects of persistent organic pollutants and heavy metals, the maternal nutritional or weight status in pregnancy, and pregnancy infection and inflammation on the health of children.</p> <p>The project will include two sample cohorts; one cohort from previous, ongoing data collection efforts as well as new sample. The existing sample cohort includes mothers and children recruited in 2011 or later for the Archive for Research in Child Health (ARCH) study in the Lansing area. The newly recruited sample cohort, MARCH (Michigan Archive for Research in Child Health), will consist of 1,100 pregnant women from 21 clinics associated with 11 hospitals in Michigan; a statewide probability sample of 1,000 women from 20 clinics in Detroit, Saginaw, Traverse City, Grand Rapids, and Sturgis, and 100 women from one clinic in Flint.</p> <p>SRO's work scope is divided into two phases. During Phase 1, SRO will provide assistance with prenatal questionnaire development, and design technical systems for MARCH cohort recruitment to be conducted by Michigan State University recruiters. During Phase 2, SRO will develop systems and conduct data collection for MARCH and ARCH samples, and perform data management of MARCH data.</p> <p>For the MARCH sample, expectant mothers will be recruited during their initial visit to a healthcare provider, and asked to complete an interview about nutrition, levels of physical activity, use of healthcare services, physical and mental health, prescription medications and other substance use. In addition, women will be asked to give blood samples in the first and second trimesters and urine samples in all three trimesters.</p> <p>The sample recruitment and administration of prenatal interviews will be done by MSU interviewers using SRO's technical systems and laptops. SRO will program all questionnaires to be administered in the study, the sample management system(s), and the system to keep track of the collection and storage of blood and urine samples. When babies are born, the research team will obtain hospital birth records for the mother and child, and a placenta sample. The first MARCH babies were born in late Fall, 2017.</p> <p>SRO's involvement in data collection starts after the MARCH babies are born. The first interview with the mother will be done when the baby is 3 months old. Mothers will be interviewed again when the children are 12 months old and yearly after that until the child is 6 years old. When the children are 3 months old, mothers will provide fecal samples, and at age 4 they will provide shed teeth. Children from the two cohorts will be assessed using standardized developmental assessments at age 2, 4, and 6 years old. The assessments will be done during in-person or in-home visits. MSU will start interviews and in-person assessments of children from the ARCH cohort in the summer 2019 and SRO will start interviews and in-home assessments of children from MARCH cohort in winter 2021.</p>												
SRO Project Period	01/2017 - 12/2020												
Data Col Period	05/2018 - 12/2020												
Security Plan	NA												
Milestone Dates	<table><tr><td><i>PreProduction Start:</i></td><td><i>Pretest Start:</i></td></tr><tr><td><i>Pretest End:</i></td><td><i>Recruitment Start:</i></td></tr><tr><td><i>Staffing Completed:</i></td><td><i>GIT Start:</i></td></tr><tr><td><i>SS Train Start:</i></td><td><i>SS Train End:</i></td></tr><tr><td><i>DC Start:</i></td><td><i>DC End:</i></td></tr></table>			<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>
<i>PreProduction Start:</i>	<i>Pretest Start:</i>												
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<i>SS Train Start:</i>	<i>SS Train End:</i>												
<i>DC Start:</i>	<i>DC End:</i>												

Other Project Team Members:

Ian Ogden: Project Manager
 Parina Kamdar: Financial Analyst
 Gregg Peterson: Senior Technical Advisor
 Jeff Smith: Technical Lead
 Jonathan Harrison and Neil Eriksen: Data Managers (Phase 1)
 Brad Goodwin: Data Manager (Phase 1)
 Jeff Smith: Systems Programmer
 Ashwin Dey: Systems Programmer
 Hueichun Peng: CAI Programmer-Illume
 Jim Hagerman: CAI Programmer-Blaise
 Shaowei Sun: Biospecimen Logging Application Programmer
 Deb Wilson: Help Desk

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

SurveyTrak; Illume

Data Col Tool

Blaise 4.8; Illume

Hardware

Laptop; Tablet; [UM cell] Phone; Paper and Pencil

DE Software

Other (Custom Biospecimen Logging Application)

QC Recording Tool

Camtasia

Incentive

Yes, R

Administration

SRO Group

Payment Type

Check, post (\$20 (3-Month IW), \$20 (Biospecimen))

Payment Method

Check through STrak RPay System

Report Period Jan, 2020 (ECHO) **Project Phase** Implementing

Risk Level On Track

Monthly Update [Phase 1: Recruitment]

MARCH sample recruitment and prenatal data collection continues in Ann Arbor (St. Joe), Novi (St. John), Dearborn (Beaumont), Detroit (DMC) and Saginaw (Covenant). Recruitment in the first Spectrum-Butterworth clinic started this month. Hospital/clinic site engagement and IRB approval pending with the 2nd Covenant Hospital-affiliated clinic. The remaining hospital to come on board is in Port Huron (McLaren). The MSU team is currently interviewing candidates. The final recruiter training (n=2) is scheduled for the first week of March.

To date, 818 women have been recruited in clinics. Among those cases, 688 were still eligible and active study participants during Phase 1 (prenatal period up until child birth).

 [Phase 2: 3-Month Data Collection]

Babies born: 575

3-month sample released: 554

3-Month Interviews Completed: 390

Production HPI: 3.14

Average Attempts / lw: 7.3

lw length: 31.26

Response Rate: 71%

Special Issues**Cost**

Feb 07, 2020

Total Cost to Date (Direct + Indirect): 184,758.43

Estimated Cost at Completion (E\$AC): 462,761.79

Total Budget: 471,539.00

Variance (Budget minus E\$AC): -8,777.21

Reason For Variance:

Despite additional Y4 scope (i.e. expansion of biospecimen logging application to include ARCH in-person specimen and new MARCH ECHO specimen protocols, and Illumine programming updates to add required ECHO National consent language and survey questions), we are currently projecting a small cost overrun.

A 2nd biospecimen collection protocol (child nails) has been added to infancy stage (3-month protocol). We are currently assessing the scope and requirements of this additional protocol, as the MSU study office prepares materials for us to review prior to IRB submission. We are not expecting a significant impact on the budget due to this additional biospecimen protocol.

Projections
Feb 07, 2020

Dollars Projected For Month:

45,202.40

Actual Dollars Used:

36,739.67

Variance (Projected minus Actual):

8,462.73

Reason For Variance:

We continue to monitor and adjust our projections for the Y4 budget based on scope of work. This month's overrun was driven, in part, by the closeout of several interviewer laptops returned after recruitment/data collection complete. Another factor that is impacting budget is the availability of our Illumine programmer and data manager (Phase 2) compared with the hours we have projected.

Measures

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

Other Measures

Project Name	Every Dollar Counts Program Evaluation (EDCPE)					
Project Mode	Primary: Face to Face		Total of Modes: 1			
Project Type	Sponsored Projects			Project Status	Current	
Budget	Direct Budget:	1,510,629.00	Indirect Budget:	453,189.00	Total Budget:	1,963,818.00
Principal Investigator/Client	Y Combinator Research Dr. Elizabeth Rhodes (Y Combinator Research) Dr. Sarah Miller (University of Michigan)					
Funding Agency						
IRB	HUM#:	HUM00145626	Period Of Approval:			
Project Team	Project Lead:	Karin Schneider				
	Budget Analyst:	Megan Gomez-Mesquita				
	Production Manager:	Barbara Aghababian-Homburg				
	Senior Project Advisor:	Kirsten Haakan Alcser				
	Production Manager:	Donnalee Ann Grey-Farquharson				
	Production Manager:	Carlos Andres Macuada Lopez				

Proposal #: no data

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

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

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

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

Sampling:

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

Questionnaire Development:

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

Computer Assisted Interviewing (CAI) Programming:

- SRO will program and test the 45-minute pilot and baseline instruments in both English and Spanish.

Sample Control Systems:

- SRO will customize our sample management system to control all screened sample provided by YCR, and track all appointments, progress, and outcomes at each sampled address for both the pilot and main data collection.

Training:

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

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

Data Collection:

- For the main data collection, SRO will visit approximately 3,500 addresses of screened households up to three times to confirm participation and conduct the baseline data collection with 3,000 participants
 - o Two regions included: 1500 participants in Michigan, 1500 in California
 - o Multi-county area in Michigan (assumed to include Wayne, Oakland, Macomb and Genesee counties) and a multi-county area in California (potentially, Sacramento, San Joaquin, Stanislaus, and Merced counties)
- o At each eligible household, SRO will:
 - ☐ Confirm participation consent
 - ☐ Request authorization to access participants' records in administrative data, and contact information for friends and family to help locate the participant if we cannot reach them
 - ☐ Request participants complete a W-9
 - ☐ Determine if the participant has consistent internet access, a smartphone with text capability (confirm number by sending a test text), and an e-mail address
 - ☐ Provide individuals with a basic smartphone if they do not have consistent internet access (hardware costs are not included in the SRO budget) and data plan (costs are not included in the SRO budget) for the duration of the study (determination that the participant has an alternative and no longer wishes to use the phone provided by the study after this point of contact will be the responsibility of YCR)
 - ☐ Give participant a pre-loaded bank/debit card with \$50 and help them register the card online
 - ☐ Administer baseline survey, programmed by SRO, of approximately 45 minutes in length (in total, we have estimated a two-hour in-home interaction with the participant)
 - ☐ Administer consent and collect the following physical measurements:
 - ☐ Blood pressure
 - ☐ Height and weight
- We assume these procedures will be implemented in the single-county pilot, where SRO interviewers will visit households pre-selected by YCR.
- All participant incentive payments are the responsibility of YCR.

Post Collection Processing:

- SRO will conduct standard data cleaning for the survey datasets administered by SRO interviewers.
- We have not budgeted for coding any open-ended.

Weighting and Estimating:

- SRO will develop survey weights for analysis.

Deliverables:

- SRO will provide daily progress reports on baseline data collection to YCR as well as:
 - o A summary of field methods at the end of the baseline data collection
 - o A full dataset with all participant contact information for further follow up halfway through the data collection phase, and again at the close of the baseline phase,

The SRO budget does not include:

- Administrative data collection
- Collection of expenditure data from financial institutions

SRO Project Period

04/2018 - 02/2020

Data Col Period

03/2019 - 11/2019

Security Plan

NA

Milestone Dates

PreProduction Start:

Pretest Start:

Pretest End:

Recruitment Start:

Staffing Completed:

GIT Start:

SS Train Start:

SS Train End:

DC Start:

DC End:

Other Project

Team Members:

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

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

Report Period	Jan, 2020 (EDCPE)	Project Phase	Implementing
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Risk Level	<i>Some Concerns</i>
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Monthly Update	01/2019
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Promised cases for January have been "recalled" due to inconsistencies in income eligibility that is giving the PIs cause for concern. In addition, the completed cases are not capturing the lowest 5% income stratum and the PIs are trying to find a way to correct this.

SRO is working on revised budget and Memo to present the PIs with realistic financial information as to what it will take to accomplish the goals as they are currently set out for the project.

Bilingual Interviewers were trained and screening on Spanish cases have begun.

Special Issues	Final Survey version should have been received May 25, not received from Study Staff. Currently 2 hours and should be reduced to 45 minutes. Also has implications for pilot timeline.
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Promised sample has not been received and this is reducing efficiency, productivity, affecting RR, and increasing projected costs.

Cost	Total Cost to Date (Direct + Indirect):	1,410,688.56
Jan 31, 2020	Estimated Cost at Completion (E\$AC):	2,306,181.82
	Total Budget:	1,963,818.00
	Variance (Budget minus E\$AC):	-342,363.82
	Reason For Variance:	10/2019 There is a budget overrun due to violation of various assumptions on which the budget was based such as sample received, interview length, production locations, hosting rates, extensive changes to the questionnaire. The EDC team has been notified about a ~80% of the over-run.

Projections	Dollars Projected For Month:	213,469.06
Jan 31, 2020	Actual Dollars Used:	223,385.68
	Variance (Projected minus Actual):	-9,916.62
	Reason For Variance:	Travel hours for January were more than projected - projections were based on data available from previous months.

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

Other Measures

Project Name Health and Retirement Study 2018 (HRS 2018)

Project Mode Primary: Mixed Secondary: Web Total of Modes: 3

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 13,337,980.00 ***Indirect Budget:*** 4,801,674.00 ***Total Budget:*** 18,139,654.00

Principal Investigator/Client David Weir (ISR-SRC)

Funding Agency

IRB ***HUM#:*** HUM00061128 ***Period Of Approval:***

Project Team ***Project Lead:*** Nicole G Kirgis
Budget Analyst: Richard Warren Krause
Production Manager: Stephanie Sullivan
Senior Project Advisor: Mary P Maher
Production Manager: Rebecca Gatward
Production Manager: Jennifer C Arrieta

Proposal #: no data

Description: The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of people aged 50 years and older in the U.S.. Every six years (three waves) a new cohort of people aged 50 to 55 are screened in to the study to maintain representativeness. A series of physical measures and biomarkers are collected with half of all living respondents each wave as well as a self-administered questionnaire. Additionally, permission to link to Social Security Administration records and Veterans Administration (VA) records is requested. A self-administered "leave behind" paper questionnaire is given to respondents interviewed in person.

SRO Project Period 01/2018 - 06/2018

Data Col Period 04/2018 - 04/2019

Security Plan NA

Milestone Dates

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

Other Project Team Members: Sharon Parker (Production Management Coordinator), Andrea Sims (Production Manager), Derek Dubuque (Production Manager), Russ Stark (SSL Production Manager), Tony Romanoski (Respondent Contact Coordinator), Dan Tomlin (Project Manager), Lisa deRamos (Project Manager), Daniah Buageila (Lead Project Assistant), Janet McBride (Project Assistant), Anna Fuqua-Smith (Project Assistant), Jeannie Baker (Project Assistant).

Other Project Names:

Sample Mgmt Sys SurveyTrak; MSMS

Data Col Tool Blaise 5; SAQ

Hardware Laptop; [UM cell] Phone; Paper and Pencil; Other

DE Software NA

QC Recording Tool NA

Incentive Yes, R; Yes, INF

Administration NA

Payment Type Check, prepaid (80.00); Cash, post (20.00)

Payment Method Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox)

Report Period Jan, 2020 (HRS 2018) **Project Phase** Closing

Risk Level Some Concerns

Monthly Update HRS 2018: During month of January focus was on finalizing the 2018 whole blood draw data collection.

HRS 2019 (EGenX): Data collection began on 1 July. The sample is a subset (n=2,959) of the 2016 pre-identified Early Generation X (EGenX) cohort. Interviewers completed 656 interviews (goal # of interviews was 579). The overall average interview length was 45.5 minutes. Seventy-one percent of the respondents have been found. Data collection wrapped up 10/12/19. Cost to complete is estimated at \$999,470.58 which is \$53,795.58 above the funds that have

been allocated by HRS project staff.

Special Issues

Cost

Jan 31, 2020

Total Cost to Date (Direct + Indirect): 18,142,241.04

Estimated Cost at Completion (E\$AC): 18,142,241.01

Total Budget: 18,139,654.00

Variance (Budget minus E\$AC): -2,587.04

Reason For Variance:

We were approximately 21,000 interviewer hours over the budgeted amount (due to the high HPI) in order to attain the 74% response rate. In addition, Whole Blood Draw data collection extended December 2019. HRS project staff has allocated funds to cover the \$1.2 million over-run. MPR has been updated to reflect the current budget.

Projections

Jan 31, 2020

Dollars Projected For Month: -1,768.94

Actual Dollars Used: 315.81

Variance (Projected minus Actual): -2,084.75

Reason For Variance:

Projected an under-run of \$1,768.94 for the month to account for staff updating timesheets.

Measures

	Units Complete	RR	HPI
Current Goal:	19,012	77%	8.7
Goal at Completion:	19,012	77%	8.0
Current actual:	18,247*	74%	8.7
Estimate at Complete:	18,247	74%	8.9
Variance:	-901	-3%	0.9

Other Measures

*Including preferred mode web interviews (n=1,823)

Project Name	Health and Retirement Study 2020 (HRS 2020)												
Project Mode	Primary: Mixed	Secondary: Web	Total of Modes: 3										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 11,961,346.00	Indirect Budget: 4,306,085.00	Total Budget: 16,267,431.00										
Principal Investigator/Client	David Weir (ISR-SRC)												
Funding Agency													
IRB	HUM#: HUM00061128	Period Of Approval:	10/3/18-10/2/19										
Project Team	Project Lead: Evanthia Leissou Budget Analyst: Richard Warren Krause Production Manager: Andrea Pierce Senior Project Advisor: Nicole G Kirgis Production Manager: Jennifer C Arrieta Production Manager: Rebecca Gatward												
Proposal #:	no data												
Description:	<p>The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of people aged 50 years and older in the U.S.. Every six years (three waves) a new cohort of people aged 50 to 55 are screened in to the study to maintain a representative sample. A series of physical measures and bio-markers 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 is requested.</p>												
SRO Project Period	01/2019 - 08/2021												
Data Col Period	03/2020 - 03/2021												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 01/01/2019</td> <td>Pretest Start: 11/11/2019</td> </tr> <tr> <td>Pretest End: 11/23/2019</td> <td>Recruitment Start: 09/01/2019</td> </tr> <tr> <td>Staffing Completed: 12/15/2019</td> <td>GIT Start: 02/17/2020</td> </tr> <tr> <td>SS Train Start: 02/19/2020</td> <td>SS Train End: 02/26/2020</td> </tr> <tr> <td>DC Start: 03/02/2020</td> <td>DC End: 03/27/2021</td> </tr> </table>			PreProduction Start: 01/01/2019	Pretest Start: 11/11/2019	Pretest End: 11/23/2019	Recruitment Start: 09/01/2019	Staffing Completed: 12/15/2019	GIT Start: 02/17/2020	SS Train Start: 02/19/2020	SS Train End: 02/26/2020	DC Start: 03/02/2020	DC End: 03/27/2021
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SS Train Start: 02/19/2020	SS Train End: 02/26/2020												
DC Start: 03/02/2020	DC End: 03/27/2021												
Other Project Team Members:	Derek Dubuque (Production Manager), Sharon Parker (Production Management Coordination), Andrew Hupp (Project Manager), Dan Tomlin (Project Manager), Gary Hein (Project Manager), Leah Roberts (Training Coordinator), Daniah Buagella (Lead Project Assistant), Anna Fuqua-Smith (Project Assistant), Janet McBride (Project Assistant), Paul Burton (Stats/Sampling)												
Other Project Names:													
Sample Mgmt Sys	SurveyTrak; MSMS												
Data Col Tool	Blaise 5												
Hardware	Laptop; [UM cell] Phone; Paper and Pencil												
DE Software	Other (Blaise 5 Coding Application); External vendor (DataForce Scanning SAQs)												
QC Recording Tool	Camtasia												
Incentive	Yes, R; Yes, INF												
Administration	NA												
Payment Type	Check, prepaid (80.00); Check, post (\$50); Cash, post (20.00); Other (Money Order (by request))												
Payment Method	Check through STrak RPay System; Check through other system (Rpay system set up for MSMS); Interviewer p												

Report Period	Jan, 2020 (HRS 2020)	Project Phase	Planning
Risk Level	Some Concerns		
Monthly Update	During the month of January the team focused on technical development, systems testing, IRB submission, training coordination, sample assignments, preload QC, and TL/PC training. Main training is scheduled for February 2020 with production beginning March 2, 2020.		
Special Issues			

Cost
Jan 31, 2020

Total Cost to Date (Direct + Indirect): 1,400,845.07
Estimated Cost at Completion (E\$AC): 16,655,255.90
Total Budget: 16,267,431.00
Variance (Budget minus E\$AC): -387,824.90
Reason For Variance:

The 6 year renewal proposal, which includes 2020, was based on a targeted dollar amount. 2020 revised projections (approved by project staff) are based the 2018 response rate and 2018 actuals. Estimated over-run has increased an additional \$100k over original projections due adjusting the iver rates to match the predicted rates provide by DCS.

Projections
Jan 31, 2020

Dollars Projected For Month: 63,425.07
Actual Dollars Used: 102,426.44
Variance (Projected minus Actual): 39,001.37
Reason For Variance:

Staff hours were under projections due to out of office time and effort needed for the ancillary studies. Unused staff hours have been reviewed and, as needed, pushed forward. In addition, costs related to advertising and equipment purchases hit in January although projected in February. February projections have been adjusted for this.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	19,542*	74.3%	8.7
Current actual:			
Estimate at Complete:	19,542	74.3%	8.7
Variance:	0	0	0

Other Measures

*including preferred mode web

Project Name	Health and Wellbeing in Southeast Michigan (H&WB)												
Project Mode	Primary: Face to Face	Total of Modes: 1											
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 1,375,508.00	Indirect Budget: 770,285.00	Total Budget: 2,145,793.00										
Principal Investigator/Client	Kristine Ajrouch (Life Course Development Program, SRC) Toni Antonucchi (Life Course Development Program, SRC) Laura Zahodne (Life Course Development Program, SRC)												
Funding Agency													
IRB	HUM#: HUM00146040	Period Of Approval:	4/9/2020										
Project Team	Project Lead: Juan Carlos Donoso Budget Analyst: Parina Kamdar Production Manager: Theresa Camelo Senior Project Advisor: Kirsten Haakan Alcser Production Manager: Ian Ogden Production Manager: Lisa Van Havermaet												
Proposal #:	no data												
Description:	Conduct 600 interviews with recently identified Arab Americans aged 65 or older residing in Southeast Michigan and 330 interviews with Social Relations sample members aged 65 or older. The Arab American sample will be selected based on an in-person household screening. The interview will consist of a 60 minute core interview (content from the Social Relations interview), a 60 minute cognitive interview and a series of physical measurements. Social Relations respondents will only complete the cognitive interview. An informant interview will also be conducted for all sample members. Interviews will be conducted in English or Arabic. A pretest will be conducted in August 2019 with main data collection occurring from November 2019 through July 2020.												
SRO Project Period	05/2019 - 08/2020												
Data Col Period	11/2019 - 07/2020												
Security Plan	No												
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PreProduction Start: 05/01/2019</td> <td style="padding: 5px;">Pretest Start: 11/12/2019</td> </tr> <tr> <td style="padding: 5px;">Pretest End: 12/13/2019</td> <td style="padding: 5px;">Recruitment Start: 08/15/2019</td> </tr> <tr> <td style="padding: 5px;">Staffing Completed: 03/01/2019</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: 04/01/2020</td> <td style="padding: 5px;">DC End: 11/30/2020</td> </tr> </table>			PreProduction Start: 05/01/2019	Pretest Start: 11/12/2019	Pretest End: 12/13/2019	Recruitment Start: 08/15/2019	Staffing Completed: 03/01/2019	GIT Start:	SS Train Start:	SS Train End:	DC Start: 04/01/2020	DC End: 11/30/2020
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Pretest End: 12/13/2019	Recruitment Start: 08/15/2019												
Staffing Completed: 03/01/2019	GIT Start:												
SS Train Start:	SS Train End:												
DC Start: 04/01/2020	DC End: 11/30/2020												
Other Project Team Members:	Taghreed Lovell, Becky Scherr, Kallan Larsen, Dan Zahs, Pam Swanson, Dave Dybicki, Ashwin Dey, Brad Goodwin, John Gawlas, Paul Burton												
Other Project Names:	Alzheimer's Disease Risk and Ethnic Factors: The Case of Arab Americans												
Sample Mgmt Sys	SurveyTrak												
Data Col Tool	Blaise 4.8												
Hardware	Laptop; [UM cell] Phone; Paper and Pencil												
DE Software	Other (Weblog possibly)												
QC Recording Tool	DRI-CARI; Camtasia												
Incentive	Yes, R; Yes, INF												
Administration	SRO Group												
Payment Type	Cash, prepaid (\$60, \$15)												
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox)												

Report Period	Jan, 2020 (H&WB)	Project Phase	Planning
Risk Level	Some Concerns		
Monthly Update	Pretest data collection is complete: As of 2/12, the field team completed 25 main interviews (11 English, 14 Arabic) and 23 informant interviews. Two informant lines were coded as refusals. A debriefing session with pretest interviewers was held on 2/12. All three interviewers were on the call, as well as the production managers and members of the project management team. The research team agreed to deliver all final instruments (English and Arabic) to SRO by 2/24 for programming and testing. Members of the management and production teams will meet with the research team on 2/20 to go over the instrument and decide on cuts, since instrument is running much longer than budgeted.		

Dates for main data collection training have been finalized. Training will take place from 4/16 to 4/22. No decision has been made on the location yet but some bids have been received.

Budget estimates for main data collection training created a 68K overrun in the hosting line of the budget. Parina Kamdar and Bill Lokers filled out a Post-Award Change Request (PACR) form and submitted it to Dr Kristine Ajrouch for her approval. Hosting is a UG monitored expense, so we needed to request permission from the research team to shift project costs from other budget lines to hosting.

Kirsten and Juan Carlos wrote a memo detailing the current budgetary situation and sent it to the research team on 2/12.

Special Issues

Areas of the SRO work on D-AMP where the original specifications used to create the SRO budget did not hold up as we started implementing the development phase of the project include:

- Respondents from the Social Relations Study sample are also required to complete the core survey, in addition to the previously planned cognitive assessments and physical measures. This change was disclosed during the kick-off meeting, but the hours per interview (HPI) projection for Social Relations respondents was not adjusted to reflect this change.
- SRO staff invested more time than anticipated during the development of the cognitive tests, and the tests were more extensive and more complex to program than SRO anticipated;
- The Arabic translation process required involvement of SRO staff, which was not anticipated, and it took longer to finalize.
- The need to conduct more sessions for pretest training than originally budgeted due to delay in receipt of final instruments (English and Arabic) as well as the CDR certification.
- The realization that the complexity of the data collection protocol would require five more days of production training than originally budgeted, as well as 8 hours for CDR certification

After careful review and consideration of future costs for production recruitment and training and for field production staffing needs, we now estimate that total overrun will be higher, at \$284,860. Several key factors contribute to this higher cost estimate, including the following:

- 1) While the original SRO budget specified that we would be using two categories of interviewers – Interviewer II and Interviewer III – earlier changes were made in an attempt to cut costs overall, to use only Interviewer I. This approach had been reflected in budget cost projections. However, because most of the interviewers recruited for D-AMP need to be bilingual, we have to classify them as Interviewer II in the budget, since that is a more accurate reflection of the costs, given that bilingual interviewers have a higher pay rate.
- 2) Until December, the cost report did not specify any hours for Team Leaders, although they had originally been budgeted. It is standard SRO policy to have one Team Leader for every 10 interviewers. Team Leaders are in the Interviewer III classification. While the original budget estimated using two TLs, in order to reduce the overrun, we plan to have one TL throughout and another to assist during production training and the first two months of production.
- 3) Production management: The research team needed Taghreed Lovell to be much more involved than anticipated in Arabic questionnaire/materials development as well as some outreach activities. This led to an increase in time charged to production management work. In our updated projections, reflected in the January cost report, we have increased her projections to full time for production management during production, given her language skills and considering that most of our interviewers will be new hires.
- 4) Training/hosting. As mentioned above, delays in the delivery of English and Arabic instruments resulted in a longer and more costly pretest training. Similarly, the original budget did not anticipate needing an additional five days to cover production study specific training. As a result of having more days/sessions for pretest training and evaluating the time needed for production training, the non-salary costs (hosting) budget line is projecting an overrun of \$67,942. Initially, the budget for hosting was \$3,708. However, the expanded training needs made it necessary for SRO to update the hosting projection to \$71,650. Since hosting is a UG monitored expense, we have requested your permission to shift project costs from other budget lines to this line.

Cost Feb 07, 2020

Total Cost to Date (Direct + Indirect): 662,897.40

Estimated Cost at Completion (E\$AC): 2,430,653.59

Total Budget: 2,145,793.00

Variance (Budget minus E\$AC): -284,860.59

Reason For Variance:

The additional days of interviewer training, additional core interview for Social Relations sample, additional programming time and project timeline shift has led to a projected overrun. This will be partially covered by the saliva collection supplemental funding. It is recommended that the budget be reassessed once data collection is underway to determine whether the initial assumptions used for budgeting are accurate.

Projections Feb 07, 2020

Dollars Projected For Month: 91,631.97

Actual Dollars Used: 85,814.61

Variance (Projected minus Actual): 5,817.36

Reason For Variance:

Resources budgeted for field supplies and the purchase of the sample were not used this month due to the delay in the project timeline. Those resources will be moved to reflect the updated timeline.

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	High Intensity Drinking (HID)				
Project Mode	Primary: Web Total of Modes: 1				
Project Type	Sponsored Projects	Project Status	Current		
Budget	Direct Budget: 301,160.00	Indirect Budget: 167,822.00	Total Budget: 468,982.00		
Principal Investigator/Client	Megan Patrick (Univ of Minnesota)				
Funding Agency					
IRB	HUM#: 00159183	Period Of Approval:			
Project Team	Project Lead: Peter Rakesh Batra Budget Analyst: Parina Kamdar Production Manager: Senior Project Advisor: Kirsten Haakan Alcser Production Manager: Production Manager:				
Proposal #:	no data				
Description:	<p>SRO's work on this project includes administering multiple web surveys to a sample of respondents who participated as 12th graders in Monitoring the Future's Base Year study. Using a starting sample of approximately 2000 respondents from MTF, SRO will administer a data collection "burst" consisting of one 30-minute survey and 14 days of 7-minute surveys every 12 months for 4 years. SRO will conduct all surveys as self-administered web surveys, with no telephone contact to respondents. SRO will coordinate all electronic contact with respondents (email and text message), but will not handle any paper mailings, respondent management or the payment of respondent incentives. SRO's activity will start in February 2019, with the first data collection burst in May 2019, lasting through to the first week of July 2019.. Deliverables include final copies of the questionnaires (including programming source code), clean and documented data sets from each of the data collection bursts, and a methodological report on protocols.</p>				
SRO Project Period	03/2019 - 07/2020				
Data Col Period	05/2019 - 07/2019				
Security Plan	NA				
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="width: 50%; text-align: center; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>			PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:				
Other Project Team Members:	Hueichun Peng				
Other Project Names:					
Sample Mgmt Sys	Web SMS				
Data Col Tool	Illume				
Hardware	NA				
DE Software	NA				
QC Recording Tool	NA				
Incentive	Yes, R				
Administration	NA				
Payment Type	Check, prepaid (\$25)				
Payment Method	Check through other system (handled by Study Staff)				

Report Period	Jan, 2020 (HID)	Project Phase	Implementing
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Risk Level	On Track
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Monthly Update	<p>We have been working hard to get the changes implemented in our sample management system for Wave 2. We did 2 rounds of testing in December and January to ensure that all of the systems were working--there is complex logic behind R's who complete the annual baseline survey (30 minutes) who are then sent daily email reminders to complete a daily survey (7 minutes) for 14 days. We are on schedule to have our system running when the MTF team sends out letters to Respondents (approx n=2000) on Friday Feb 14.</p>
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Special Issues

Cost		
Feb 29, 2020	<i>Total Cost to Date (Direct + Indirect):</i>	126,501.96
	<i>Estimated Cost at Completion (E\$AC):</i>	355,755.38
	<i>Total Budget:</i>	468,982.00
	<i>Variance (Budget minus E\$AC):</i>	113,226.62
	<i>Reason For Variance:</i>	Mainly our scope has been significantly reduced as the project team is handling much of the day-to-day respondent activity.

Projections		
Feb 29, 2020	<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>	blah

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	Housing & Children (HCDC, H&C)				
Project Mode	Primary: Face to Face Total of Modes: 1				
Project Type	Sponsored Projects		Project Status	Current	
Budget	Direct Budget:	9,647,688.00	Indirect Budget:	2,195,370.00	Total Budget: 11,843,058.00

Principal Investigator/Client

Funding Agency

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

Project Team

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

Proposal #: no data

Description:

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

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

SRO Project Period 04/2016 - 02/2020

Data Col Period 05/2017 - 09/2018

Security Plan NA

Milestone Dates

PreProduction Start: 09/01/2018

Pretest End:

Staffing Completed: 03/01/2020

SS Train Start: 04/16/2020

DC Start: 04/24/2020

Pretest Start:

Recruitment Start: 09/01/2019

GIT Start: 04/14/2020

SS Train End: 04/26/2020

DC End: 11/30/2020

Other Project

Team Members:

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

Report Period	Jan, 2020 (HCDC, H&C)	Project Phase	Implementing
Risk Level	<i>Some Concerns</i>		
Monthly Update	<p>During January 2020, SRC activities included the following:</p> <p>Task 1: Management, Budget and Work Plan</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> • Participated in biweekly project meetings with research team to discuss scope, cost projections and schedule. • Reviewed/monitored project expenses. Revised and adjusted monthly projections. • Monitored subcontracts and project invoicing and payments. • IRB <ul style="list-style-type: none"> o Responded to two rounds of contingencies and questions from the UM IRB. Modified application and consent documents and re-submitted. o Prepared text and documents for JHU IRB submission. o Prepared UM IRB text and documents for 1st UM IRB amendment. Amendment includes changes to the Coverscreen, Child instrument, PCG questionnaire, inclusion of SSA consent forms. • Began development of specifications for quality assurance protocols, including interviewer evaluation and interview verification. • Ordered supplies for locating mailing. • Began ordering consumable supplies for Wave 2 production interviewing. • Updated sample management system specifications for Wave 2 design. • Trained Tufts student on the Woodcock-Johnson administration protocol. • Finalized consent documents in HTML for programmer. • Geocoded Wave 1 last known address and delivered to research team. • Prepared and delivered respondent communication documents to research team for translation. • Updated database with respondent addresses. Processed and reviewed Accurint batch updates. Finalized addresses for address update mailing. • Reviewed all Wave 1 training videos for Wave 2 applicability. Contacted staff members who appeared (or had children appear) in Wave 1 training videos. Re-affirmed permission to use images in Wave 2 training, or confirmed denial of permission. • Developed specifications for new training videos on physical measurements and biomarkers. • Onboarded new project management team members. <p>Task 2: Sampling</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> • Discussed population sample design for Wave 2. • Began evaluating Wave 1 completions to develop a subsampling plan for the Population sample. • Updated expected cases for Wave 2 taking into account subsample of population cases, total number of voucher cases available and dropped cases. <p>Task 3: Questionnaire Development</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> • Updated PCG and Child instrument specifications to include administration of SSN forms. • Continued review of Spanish translations provided by the research team. • Worked on reformatting the Spanish-language SAQs. • Finalized Child assent document. Began work to format the PCG consent brochures. • Prepared preload and postload specifications. • Cleaned sample data and prepared data set for locator. • Continued preparation of preload data for the Coverscreen and all instruments. <p>Task 4: CAI Programming</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> • Continued programming changes and updates to PCG interview. 		

Task 5: Systems Programming

% Task Spent to date

- Continued preparation of testing laptops for project team.
- Conducted iterative testing/programming of the locating instrument.
- Reviewed logging program specifications.
- Continued programming the Wave 2 sample management system.
- Programmed initial field management application (Webtrak).
- Programmed respondent profiles.

Tasks 6, 7: Interviewer Recruitment & Hiring, Training

91% Task Spent to Date

- Reviewed interviewer applicant videos and applications, scheduled interviews.
- Continued review of Wave 1 agenda.
- Reviewed effort necessary to port Wave 1 home study and training materials to new training platform.

Task 8: Main Data Collection

% Task Spent to Date

- Began preparation of locating mailing.
- Checked Wave 1 study equipment for operational status. Began testing all equipment to ensure calibration.

Task 9: Post Collection Processing

% Task Spent to Date

- No effort this month.

Task 10: Weighting

% Task Spent to Date

- No effort this month.

Task 11: Final Data Deliverables

% Task Spent to Date

- No effort this month.

Special Issues

Areas of Concern (changes shown in italics):

Wave 2

- Delays in resolving IRB contingencies may impact the project schedule. The project could experience significant cost increases if training or production are delayed.
- Delays in finalizing IRB-approved Social Security consent forms may impact both cost and quality. We have budgeted for and assumed an outsider vendor would kit complete respondent packages, including these forms, to minimize interviewer error. The likelihood of error either through missed instrument administration or using the wrong form will greatly increase if we rely on interviewers to manage this aspect of the study.
- The PCG questionnaires (in-area and out-of-area) for Wave 2 were not finalized by Aug 9. SRC added resources to allow us to meet revised questionnaire specification and IRB schedule for Wave 2, leading to increased costs over what is currently projected. This also reduced or eliminated any flexibility to accommodate further scope modifications.
- Programming hours for fundamental structural changes to the Wave 2 PCG instrument, the addition of a household screener/exit interview, in addition to changes to the finalized household screener/exit interview that were announced in November 2019 after final specifications had been delivered and programming started. This additional effort may exceed the budget, which assumed only 25% programming change between Waves.
- High interviewer attrition at Wave 1 and one year delay of data collection will require either that the project hire more new interviewers at Wave 2 than planned (24 new hires anticipated at Wave 2) or that we plan for a larger number of traveling on-staff interviewers than originally budgeted. The higher number of new hires will require the addition of one team leader to the field management staff; a higher number of traveling interviewers will increase travel costs.
- The delay in the data collection field period from 2019 to 2020 will increase fixed costs associated with project and production management. Delays will also impact hourly rates for all staff including data collection staff, may lead to increased locating costs, and will likely impact the number of new hires needed.
- Delays in the start of respondent contact/locating efforts may lead to more intensive locating needs during the Wave 2 data collection, over and above what has been budgeted.

Wave 2 Work Scope Changes:

- Questionnaire Development – Budgets assumed that final clean copies of all instruments be delivered by early August 2019 to allow for review and programming specification delivery using assigned resources.
- A household screener/exit interview has been developed and will be programmed to facilitate locating children who do not live with the Wave 1 PCG. The instrument will collect contact information for new PCGs (approved by PIs).
- The start of Wave 2 is being delayed until April/May 2020. This will impact the cost of pre-production, respondent locating, and likely also impact the cost of interviewer hiring and training.
- The population sample will be reduced to accommodate cost increased related to the project delay.

Cost
Feb 10, 2020

Total Cost to Date (Direct + Indirect): 9,126,267.90
Estimated Cost at Completion (E\$AC): 11,921,171.09
Total Budget: 11,843,058.00
Variance (Budget minus E\$AC): -78,113.09
Reason For Variance: The project delay of one year, along with unanticipated work scope changes (delay in meeting questionnaire delivery deadlines and ongoing work scope changes) are resulting in projected overruns. We assume that the work scope will be modified to meet the project budget.

Projections
Feb 10, 2020

Dollars Projected For Month: 75,676.50
Actual Dollars Used: 77,468.11
Variance (Projected minus Actual): -1,791.60
Reason For Variance: The project used more project management than budgeted during January.

Measures

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

Other Measures

Project Name HRS 2019 Actigraphy Pilot (HRS Actigraphy Pilot)

Project Mode Primary: Mail Total of Modes: 1

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 54,713.00 ***Indirect Budget:*** 19,697.00 ***Total Budget:*** 74,410.00

Principal Investigator/Client Jessica Faul (UM SRC)

Funding Agency

IRB ***HUM#:*** HUM00162561 ***Period Of Approval:*** 04/2019-06/2019

Project Team ***Project Lead:*** Daniel Tomlin
Budget Analyst: Richard Warren Krause
Production Manager:
Senior Project Advisor: Nicole G Kirgis
Production Manager: Anna Fuqua-Smith
Production Manager: James Koopman

Proposal #: no data

Description: The HRS Actigraphy Pilot is a new study in 2019. The goal of the pilot is to test our protocol for using GeneActiv activity monitors to collect physical activity and sleep data from HRS respondents. A sample of HRS respondents who participated in 2018 data collection have been selected for this effort, with approximately 400 assigned to the actigraphy pilot treatment.

During the production period, we will contact respondents with a maximum of five mailings. Below is the protocol for this mail survey:

- The 400 eligible respondents will receive an invitation letter, informed consent (two copies – one to complete and return, and one to keep for their records), a \$25 token of appreciation, and a pre-addressed, pre-paid return envelope, via metered mail (these will happen in staggered batches by time zone).
- If a consent form is not returned within two weeks, a reminder postcard will be sent to the respondent as follow-up, via metered mail.
- Upon receipt of consent, an enrollment letter is sent to respondents along with an activity monitor, a brief questionnaire and sleep diaries, instructions for using the device, and a pre-addressed, pre-paid return envelope, via metered mail.
- If the device and questionnaire are not received within two weeks of the expected return date (based on the 10 -day measurement period plus 3 days expected for return following this period), a device and questionnaire return reminder postcard will be sent via metered mail.
- After study materials are received and data extracted and aggregated from the devices, a thank you letter along with a results letter (showing average sleep and activity results from the 10-day wear trial) or letter indicating that results were not reportable, and an additional \$25 token of appreciation will be mailed to each respondent via metered mail.

SRO Project Period 01/2019 - 12/2019

Data Col Period 06/2019 - 11/2019

Security Plan NA

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> 06/25/2019	<i>DC End:</i> 10/31/2019

Other Project The project team will consist of regular SSL help for mailings and logging in addition to the following:

Team Members: Project Assistant: Anna Fuqua-Smith
 Project Manager: Dan Tomlin, James Koopman
 Data Manager: Tim Wright
 WebLog Programmer: Ashwin Dey
 SPA: Nicole Kirgis

Other Project Names:	University of Michigan Activity and Sleep Study
Sample Mgmt Sys	Other (WebLog)
Data Col Tool	Other (WebLog)
Hardware	Paper and Pencil; Other (GeneActiv Device)
DE Software	Excel; Other (WebLog)
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, prepaid (\$25); Check, post (\$25)
Payment Method	Check through other system (Excel)

Report Period	Jan, 2020 (HRS Actigraphy Pilot)	Project Phase	Closing
Risk Level	On Track		
Monthly Update	January marked the end of the pilot project. Some closeout work was done early on and final results were sent to respondents who returned devices late.		
Special Issues	N/A		
Cost			
Dec 31, 2019	Total Cost to Date (Direct + Indirect):	76,341.81	
	Estimated Cost at Completion (E\$AC):	74,913.81	
	Total Budget:	74,410.00	
	Variance (Budget minus E\$AC):	-503.81	
	Reason For Variance:	Project management hours were ultimately higher than expected for the processing of device results and return device follow-up.	
Projections			
Dec 31, 2019	Dollars Projected For Month:	3,446.85	
	Actual Dollars Used:	1,726.49	
	Variance (Projected minus Actual):	1,720.36	
	Reason For Variance:	Like the previous month, payments were less than anticipated due to delays and results being sent with checks and waiting for results checks to be cashed.	

Measures	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	250	79%	
Current actual:			
Estimate at Complete:			
Variance:			

Other Measures

Project Name	HRS 2019 Consumption and Activity Mail Study (CAMS 2019)													
Project Mode	Primary: Mail Total of Modes: 1													
Project Type	Sponsored Projects		Project Status	Current										
Budget	Direct Budget:	305,282.00	Indirect Budget:	109,901.56 Total Budget: 415,183.56										
Principal Investigator/Client	David Weir (ISR-SRC)													
Funding Agency	NIH													
IRB	HUM#:	HUM00079949	Period Of Approval:	2/14/2019 - 2/13/202										
Project Team	Project Lead:	Anna Fuqua-Smith												
	Budget Analyst:	Grace Tison												
	Production Manager:													
	Senior Project Advisor:	Nicole G Kirgis												
	Production Manager:	Jennifer C Arrieta												
	Production Manager:	Daniel Tomlin												
Proposal #:	no data													
Description:	CAMS is part of the Health and Retirement Study (HRS). The goal of CAMS is to gather additional data on household consumption and activities of daily living from participants in the HRS. In 2019, a paper questionnaire will be mailed to approximately 8,000 respondents of which 6,000 will receive the full questionnaire and 2,000 spouse/partners will receive a brief questionnaire.													
SRO Project Period	05/2019 - 05/2020													
Data Col Period	09/2019 - 04/2020													
Security Plan	NA													
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PreProduction Start: 05/01/2019</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: 04/30/2020</td> </tr> </table>				PreProduction Start: 05/01/2019	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start:	DC End: 04/30/2020
PreProduction Start: 05/01/2019	Pretest Start:													
Pretest End:	Recruitment Start:													
Staffing Completed:	GIT Start:													
SS Train Start:	SS Train End:													
DC Start:	DC End: 04/30/2020													
Other Project Team Members:	Data Manager: Tim Wright Programmer: Ashwin Dey Project Assistant: Janet McBride, Debra Heier													
Other Project Names:	CAMS													
Sample Mgmt Sys	Other (Weblog)													
Data Col Tool	SAQ													
Hardware	Paper and Pencil													
DE Software	Other (HRS study staff is responsible for)													
QC Recording Tool	N/A													
Incentive	Yes, R; Yes, Other (Spouse)													
Administration	NA													
Payment Type	Check, prepaid (\$25 to main R and \$10 to spouse R)													
Payment Method	Check through other system (Submit excel file to business office)													

Report Period	Jan, 2020 (CAMS 2019)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	General summary for monthly activities: - Review of sample to make final assignment codes - Continued thank you postcard mailings weekly - Decreased logging as a result of decrease returned questionnaires - Continued shipping of completed questionnaires over to study staff		
Special Issues	N/A		

Cost
Jan 09, 2020

Total Cost to Date (Direct + Indirect): 467,432.48
Estimated Cost at Completion (E\$AC): 414,373.43
Total Budget: 415,183.56
Variance (Budget minus E\$AC): 810.13
Reason For Variance: Project is in slight underrun now. Project processed large amount of voids in December and will have a projection of approximately \$5,600 voids that will post in January.

Projections
Jan 09, 2020

Dollars Projected For Month: 10,069.52
Actual Dollars Used: 14,856.67
Variance (Projected minus Actual): -4,787.15
Reason For Variance: Actual dollars higher in December due to check voids not hitting in December as expected, variance should be resolved in January 2020.

Measures

	Units Complete	RR	HPI
Current Goal:	5,778	66.4%	
Goal at Completion:	5,778	66.4%	
Current actual:	4,464	56%	
Estimate at Complete:			
Variance:			

Other Measures

Project Name HRS Enhancing Retrospective Life History Data 2019 (HRS - LHMS Spring 2019)

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

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 443,077.00 ***Indirect Budget:*** 248,124.00 ***Total Budget:*** 691,201.00

Principal Investigator/Client Jacqui Smith (SRC)
David Weir (SRC)

Funding Agency

IRB ***HUM#:*** HUM00106904 ***Period Of Approval:*** 5/28/2020

Project Team ***Project Lead:*** Barbara Lohr Ward
Budget Analyst: Parina Kamdar
Production Manager:
Senior Project Advisor: Nicole G Kirgis
Production Manager: Becky Kay Scherr
Production Manager: James Koopman

Proposal #: no data

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

In May 2019 (contingent upon IRB approval), a paper questionnaire will be mailed to a sample of approximately 3,436 HRS Respondents in the Late Baby Boomer cohort. From this sample, approximately 2,061 completed surveys are expected (60% response rate). Data collection will include questionnaire mailings and reminder/thank you postcard mailings.

In addition, SRO will conduct a non-response follow up calling effort (scheduled for summer 2019) on a sample of 1,279 non-respondents from previous Life History Mail Survey initiatives. This involves sending a questionnaire followed by telephone contact attempts if the questionnaire has not been returned after four weeks. SRO will attempt to complete the 60-minute interview by telephone using the paper questionnaire. From this sample, approximately 640 completed questionnaires/interviews are expected.

SRO Project Period 04/2019 - 03/2020

Data Col Period 06/2019 - 09/2019

Security Plan NA

Milestone Dates

PreProduction Start: 04/01/2016

Pretest End:

Staffing Completed: 06/28/2019

SS Train Start: 06/12/2019

DC Start: 06/18/2019

Pretest Start:

Recruitment Start: 06/01/2016

GIT Start:

SS Train End: 06/12/2019

DC End: 10/25/2019

Other Project Team Members:

Nicole Kirgis, SPA
Barbara Ward, Surv Dir
Parina Kamdar, Budget Analyst
Becky Scherr, SSA
James, Koopman, SSI
Holly Ackerman, Programmer
Dave Dybicki, Programmer

Other Project 2019 LHMS
Names:
Sample Mgmt Sys SMS; Project specific system (Weblog)
Data Col Tool SAQ
Hardware Desktop; Paper and Pencil
DE Software NA
QC Recording Tool NA
Incentive Yes, R
Administration SRO Group
Payment Type Check, prepaid (\$25)
Payment Method NA

Report Period	Jan, 2020 (HRS - LHMS Spring 2019)	Project Phase	Closing																								
Risk Level	On Track																										
Monthly Update	Logging continues at a very low level (1 or 2 questionnaires per week). The team shipped questionnaires to the scanning vendor, and received data from the scanning vendor (n=9 cases). Coding is not expected to start until February or March of 2020.																										
Special Issues	No issues.																										
Cost																											
Feb 10, 2020	Total Cost to Date (Direct + Indirect):	446,802.93																									
	Estimated Cost at Completion (E\$AC):	148,650.89																									
	Total Budget:	691,201.00																									
	Variance (Budget minus E\$AC):	0.00																									
	Reason For Variance:	Response rates for the study were much lower than anticipated, leading to lower than anticipated costs. In addition, the telephone followup in the SSL was truncated due to timing, which also led to much lower costs than expected.																									
Projections																											
Feb 10, 2020	Dollars Projected For Month:	4,300.39																									
	Actual Dollars Used:	3,408.88																									
	Variance (Projected minus Actual):	891.51																									
	Reason For Variance:	The data manager did not charge hours during the month.																									
Measures	<table><thead><tr><th></th><th>Units Complete</th><th>RR</th><th>HPI</th></tr></thead><tbody><tr><td>Current Goal:</td><td></td><td></td><td></td></tr><tr><td>Goal at Completion:</td><td></td><td></td><td></td></tr><tr><td>Current actual:</td><td></td><td></td><td></td></tr><tr><td>Estimate at Complete:</td><td></td><td></td><td></td></tr><tr><td>Variance:</td><td></td><td></td><td></td></tr></tbody></table>				Units Complete	RR	HPI	Current Goal:				Goal at Completion:				Current actual:				Estimate at Complete:				Variance:			
	Units Complete	RR	HPI																								
Current Goal:																											
Goal at Completion:																											
Current actual:																											
Estimate at Complete:																											
Variance:																											
Other Measures																											

Project Name	HRS Neuroimaging Pilot (HRS-Neuro)																								
Project Mode	Primary: Telephone		Secondary: Face to Face		Total of Modes: 2																				
Project Type	Sponsored Projects			Project Status	Current																				
Budget	Direct Budget:	169,363.00	Indirect Budget:	16,938.00	Total Budget: 186,301.00																				
Principal Investigator/Client	Professor Kenneth Langa, MD, Ph.D (UM SRC-HRS) Professor Michael Weiner, MD (University of California, San Francisco) Professor David Weir, Ph.D (UM SRC-HRS)																								
Funding Agency	Alzheimer's Association																								
IRB	HUM#:	HUM00142251	Period Of Approval:	04/2018-01/2021																					
Project Team	Project Lead: Ian Ogden Budget Analyst: Richard Warren Krause Production Manager: Veronica Connors-Burge Senior Project Advisor: Evanthia Leissou Production Manager: Production Manager:																								
Proposal #:	no data																								
Description:	This pilot study will invite HRS-HCAP respondents to undergo medical imaging at one of three selected sites within the continental United States. SRO's role in the pilot is to call HRS/HCAP respondents to ask if they are willing to be contacted by an imaging site team in their region. Respondent contact information will be passed to the appropriate site coordinator for eligibility determination, scheduling of the tests, arrangement of transportation, and completion of the scans. SRO will process a token of appreciation for each respondent and monitor production across the three imaging sites.																								
SRO Project Period	01/2018 - 10/2020																								
Data Col Period	03/2019 - 10/2020																								
Security Plan	NA																								
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>01/15/2018</td><td>Pretest Start:</td><td></td></tr><tr><td>Pretest End:</td><td></td><td>Recruitment Start:</td><td></td></tr><tr><td>Staffing Completed:</td><td></td><td>GIT Start:</td><td></td></tr><tr><td>SS Train Start:</td><td>03/20/2019</td><td>SS Train End:</td><td>03/20/2019</td></tr><tr><td>DC Start:</td><td>03/25/2019</td><td>DC End:</td><td>10/31/2020</td></tr></table>					PreProduction Start:	01/15/2018	Pretest Start:		Pretest End:		Recruitment Start:		Staffing Completed:		GIT Start:		SS Train Start:	03/20/2019	SS Train End:	03/20/2019	DC Start:	03/25/2019	DC End:	10/31/2020
PreProduction Start:	01/15/2018	Pretest Start:																							
Pretest End:		Recruitment Start:																							
Staffing Completed:		GIT Start:																							
SS Train Start:	03/20/2019	SS Train End:	03/20/2019																						
DC Start:	03/25/2019	DC End:	10/31/2020																						
Other Project Team Members:	[TSG] Technical Lead: Pamela Swanson [TSG] Programmer: Ashwin Dey [TSG] Data Manager: Madison Goforth [TSG] Blaise Programmer: Jim Hagerman [DCO] Production Manager: Veronica Connors-Burge [DCO] Field TL: 1 [DCO] Field Interviewers: (n=3, one of whom is bilingual)																								
Other Project Names:	HRS Neuroimaging Study HCAP Neuroimaging Pilot																								
Sample Mgmt Sys	Survey Trak; Project specific system (Web Logging for Site Sample Management)																								
Data Col Tool	Blaise 4.8																								
Hardware	Laptop; Other (Optional Laptop for External Site Teams)																								
DE Software	Other (Web Logging for Site Data-Entry); N/A																								
QC Recording Tool	NA																								
Incentive	Yes, R; Yes, Other (Travel Expenses (processed and issued by imaging sites))																								
Administration	SRO Group; Other (Imaging Site Teams (travel expenses only))																								
Payment Type	Check, post (\$200.00)																								
Payment Method	Check through STRak RPay System																								

Report Period	Jan, 2020 (HRS-Neuro)	Project Phase	Implementing
Risk Level	Some Concerns		
Monthly Update	[Project Status] Remains in "Some Concerns" status.		

[Additional Sample] Makeup of additional sample for the Pilot has been determined, approximately doubling the

sample from n=216 to n=375 cases to be released. Distribution by site / region of the additional sample is uneven and there were no viable ways to balance this currently; as a result, until further notice we expect one of the three sites will run out of sample before the others, reducing the likelihood of reaching the overall pilot goal of n=105 participants, even with additional sample.

[HRS 2020 Coordination & Sample Release Schedule] Toward an existing goal of providing sites with larger volumes of recruited respondents to ensure appointment slots do not go unused, and toward a new goal of efficiently routing respondents through their course in the pilot to release them back to HRS 2020, sample will be released into the Pilot as soon as its rest period from HRS ancillaries is over. We expect all n=375 cases to be released by April, 2020. Production Manager confident that our interviewing staff will be able to keep up with this volume of sample.

Second, imaging sites will now have approximately 60 days to work individual cases, after which they will be reviewed for closeout.

[Data Collection Yield] January saw our highest monthly volume thus far, with n=7 participants undergoing at least one scan. However, only two of these participants completed both MRI and PET scans, a reduction in the proportion of full-vs.-partial we've seen so far.

[Site Communications]

- (1) SRC PI meeting with imaging site PIs to discuss strategies to increase site effort / frequency of communication
- (2) SRO working with PIs to propose refinements to our communication protocol toward aforementioned goal of more efficiently routing respondents through the pilot to release them back to HRS 2020.

[Budget] (Mentioned in Cost - Reason for Variance above) To partially cover the projected overrun of \$62,000 the SRC-HRS and SRO-HCAP teams agreed to shift Neuroimaging management hours (Daniah Buageila and Ian Ogden) to HCAP 2020 from 1/1/2020 onward; this reduced the projected overrun to ~\$37,000.

Special Issues

- (1) [Ongoing] Coordinating effectively with HRS 2020 / HCAP, Wave 2 as concurrent data collection begins;
- (2) [Ongoing] Determining appropriate effort / yield when relying on self-managing partner sites over whose practices and operations we have little-to-no leverage;
- (3) [Ongoing] Ensuring effective monitoring in the absence of coordinating center staff with clinical expertise;
- (4) [Ongoing] Examining success of pilot in involving underrepresented groups (as compared with a volunteer-sample)

Cost Jan 31, 2020

Total Cost to Date (Direct + Indirect):	180,322.61
Estimated Cost at Completion (E\$AC):	223,714.70
Total Budget:	186,301.00
Variance (Budget minus E\$AC):	-37,413.70
Reason For Variance:	August, 2019: SRO projections updated to reflect extension of the data collection period (~\$36,000 of projected overrun)
	December, 2019: SRO projections updated once again to reflect an approximate doubling of the pilot study sample (~\$26,000 of the projected overrun).

Projections Jan 31, 2020

Dollars Projected For Month:	8,790.36
Actual Dollars Used:	12,561.78
Variance (Projected minus Actual):	-3,771.42
Reason For Variance:	As noted in 12/2019 updated, additional sample will result in a larger number of respondent checks being printed, but ultimately voided; final realized costs will settle at (or below) \$21,000. The budget analyst will adjust future projections to ensure a final cost of \$21,000 is maintained.
	In January, 2020 -
	PROJECTED DOLLARS: \$1,563.00
	ACTUAL DOLLARS: \$4,605.98

Measures

	Units Complete	RR	HPI
<i>Current Goal:</i>	105	65%	1.0
<i>Goal at Completion:</i>	[pending]	[pending]	[pending]
<i>Current actual:</i>	25	20.0%	1.6
<i>Estimate at Complete:</i>	[pending]	[pending]	[pending]
<i>Variance:</i>	[pending]	[pending]	[pending]

Other Measures

As of 2/14/2020:

[SRO Recruitment Rate - Goal] - 90.0%

[Projected SRO Recruitment Rate] - 57.9% (103 recruited / 178 finalized); 132 non-final

[Projected Completion / Scan Rate] 20.0% (25 completed / 125 finalized across recruitment & scanning phases).

Project Name	HRS Off Year Mail Survey 2019 (OYMS 2019)					
Project Mode	Primary: Mail	Secondary: Telephone	Total of Modes: 2			
Project Type	Sponsored Projects		Project Status	Current		
Budget	Direct Budget:	857,251.00	Indirect Budget:	361,169.00		
			Total Budget:	1,218,420.00		
Principal Investigator/Client	David Weir (ISR/SRC) Helen Levy (ISR/SRC) Jacqui Smith (ISR/SRC)					
Funding Agency						
IRB	HUM#:	HUM00168761	Period Of Approval:			
Project Team	Project Lead:	Daniah Buageila				
	Budget Analyst:	Grace Tison				
	Production Manager:	Russell W Stark				
	Senior Project Advisor:	Nicole G Kirgis				
	Production Manager:	Jennifer C Arrieta				
	Production Manager:					
Proposal #:	no data					
Description:	<p>OYMS is part of the Health and Retirement (HRS). The goal of OYMS is to gather additional data on health and life history from participants in the HRS. In 2019, a paper questionnaire will be mailed to approximately 13,000 respondents of which 6,500 will be sent the health survey, and the other 6,500 the life history survey. Telephone follow-up will be conducted in the SSL with a sub-set of LHMS non-responders.</p> <p>HUM00168761 is for the Health Survey HUM00106904 is for the Life History Mail Survey</p>					
SRO Project Period	06/2019 - 05/2020					
Data Col Period	10/2019 - 04/2020					
Security Plan	NA					
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="width: 50%; text-align: center; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>				PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:					
Other Project Team Members:	Non-Response Project Manager: James Koopman Programmer: Ashwin Dey Data Manager: TBD Project Assistant: Janet McBride, Debra Heier OYMS					
Other Project Names:						
Sample Mgmt Sys	Other (Weblog)					
Data Col Tool	SAQ					
Hardware	Paper and Pencil					
DE Software	External vendor (DataForce)					
QC Recording Tool	N/A					
Incentive	Yes, R					
Administration	N/A					
Payment Type	Check, prepaid (\$25)					
Payment Method	Check through other system (Excel sheet to business office)					

Report Period	Jan, 2020 (OYMS 2019)	Project Phase	Implementing
Risk Level	Some Concerns		
Monthly Update	<p>In January we mailed thank you postcards to respondents who completed the SAQs and and sent the reminder SAQs to LHMS and HS sample. SSL wrapped up non-response calling of the LHMS sample the second week of January. We are still working with the PIs and Dataforce to finalize the HS schema so scanning of completed questionnaires can begin.</p> <p>Health Survey RR: 80%</p>		

LHMS Questionnaire only protocol RR: 37%
 LHMS Non-response protocol RR: 11.7%

Special Issues**Cost**

Jan 31, 2020

Total Cost to Date (Direct + Indirect): 746,312.61

Estimated Cost at Completion (E\$AC): 900,206.95

Total Budget: 1,218,420.00

Variance (Budget minus E\$AC): 318,213.05

Reason For Variance:

Underrun due to much lower response rate than budgeted for the LHMS survey, lower HPI for non-response followup in SSL as fewer Rs completed the questionnaire over the phone than budgeted. In addition the HRS PI decision to stop all contact attempt efforts with HRS Rs 8 weeks prior (rather than in past of "at least a month") to data collection meant we cut the timeline for calling short.

Projections

Jan 31, 2020

Dollars Projected For Month: 85,622.87

Actual Dollars Used: 46,359.08

Variance (Projected minus Actual): 39,263.79

Reason For Variance:

Invoice for mailings in Janaury has not yet hit. In addition Dataforce hasn't started scanning completed health questionnaires.

Measures

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

Other Measures

Project Name	India Human Development Survey Wave 3 (IHDS3)												
Project Mode	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 333,895.61	Indirect Budget: 198,006.92	Total Budget: 531,902.53										
Principal Investigator/Client	Sonalde Desai (University of Maryland) Stephanie Chardoul (University of Michigan) Santanu Pramanik (National Council of Applied Economic Research)												
Funding Agency	National Institutes of Health, Department of Health and Human Services												
IRB	HUM#:	Period Of Approval:											
Project Team	Project Lead: Gina-Qian Yang Cheung Budget Analyst: Carl S Remmert Production Manager: Senior Project Advisor: Stephanie A Chardoul Production Manager: Production Manager:												
Proposal #:	no data												
Description:	The India Human Development Survey (IHDS) is a nationally representative, multi-topic, longitudinal survey of 41,554 households in 1503 villages and 971 urban neighborhoods across India. The first round of interviews were completed in 2004-5; data are publicly available through ICPSR. A second round of IHDS reinterviewed most of these households in 2011-12 (N=42,152). SRC joins IHDS Wave 3 to automate data collection, the scope of work includes methodological design, sample design, questionnaire design, technical instrument design, supervisor/interviewer training, production monitoring, quality control, data dissemination, and 2-3 weekly conference calls for capacity building.												
SRO Project Period	01/2019 - 05/2022												
Data Col Period	06/2020 - 05/2022												
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:	Project Management Team Stephanie Chardoul -- Senior Project Advisor (SPA) Gina Cheung - Lead Project Manager and Tech Lead Sarah Broumand - Project Manager Jennifer Kelley - Project Manager Programming Team Collette Keyser - Blaise Marsha Skoman - SurveyTrak Holly Ackerman - WebTrak Ashwin Dey - Offline Transfer Cheng Zhou - Sync HelpDesk Team Genise Pattullo Emmanuel Ellis Andrea Pierce Data Manager Team Jonathan Harrison Matthew Sciborski DBA Team LihShwu Ke Cheng Zhou												

Other Project**Names:**

Sample Mgmt Sys	Other (SurveyTrak INTL)
Data Col Tool	Blaise 5
Hardware	Laptop; Other (NCAER Phone (In India))
DE Software	Other (TBD)
QC Recording Tool	DRI-CARI
Incentive	Yes, Other (TBD)
Administration	Other (TBD)
Payment Type	Other (TBD)
Payment Method	Other (TBD)

Report Period	Jan, 2020 (IHDS3)	Project Phase	Implementing
Risk Level	<i>On Track</i>		
Monthly Update	The project is currently in pre-production phase. Due to the size and complexity of the project meetings are being held on how to best design the technical systems and infrastructure. Questionnaire programming is underway, with the tracking interview and portions of the household interview started.		
Special Issues	<p>There are several concerns, with the foremost as the timeline, given the size and complexity of the project. The other concerns include:</p> <ul style="list-style-type: none"> ● Receiving timely CRQs and translations from the client ○ Mitigation: Planning on working on a timeline early on with the client to set expectations <ul style="list-style-type: none"> ● SRO staffing - this is the largest and one of the most complex projects and there is concern about having enough staff to fully support the project ○ Mitigation: <ul style="list-style-type: none"> ■ Exploring ways to give the NCAER staff more responsibilities for certain data management tasks ■ Working closely with NCAER to keep the timeline on track to avoid unnecessary rework ■ Filtering communication from NCAER to programmers to help control the scope ● Technical infrastructure - how to best design (e.g., one database or 12 databases for each of the 12 agencies, offline transfers, the client will share laptops across agencies, etc.) ○ Mitigation: <ul style="list-style-type: none"> ■ Consulting with CMT, DBA administrators to identify issues with either design and prepare for possible performance bottlenecks ■ Purchased a new firewall to help with connection speed issues ■ Working with NCAER to understand their needs early on in the process 		
Cost			
Jan 31, 2020	Total Cost to Date (Direct + Indirect):	64,328.00	
	Estimated Cost at Completion (E\$AC):	531,900.00	
	Total Budget:	531,902.53	
	Variance (Budget minus E\$AC):	0.00	
	Reason For Variance:	on target	
Projections			
Jan 31, 2020	Dollars Projected For Month:	14,352.00	
	Actual Dollars Used:	14,353.00	
	Variance (Projected minus Actual):	0.00	
	Reason For Variance:	on target!	

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

Other Measures

Project Name	Monitoring the Future Web 2020 (MTF Web 2020)				
Project Mode	Primary: Web Total of Modes: 1				
Project Type	Sponsored Projects	Project Status	Current		
Budget	Direct Budget: 606,400.00	Indirect Budget: 337,199.00	Total Budget: 943,599.00		
Principal Investigator/Client	John Schulenberg (UM-SRC)				
Funding Agency					
IRB	HUM#: HUM-0013R02	Period Of Approval:	In continuing Review		
Project Team	Project Lead: Donnalee Ann Grey-Farquharson Budget Analyst: Mary Johnson Production Manager: Senior Project Advisor: Gregg Peterson Production Manager: Rebecca Gatward Production Manager:				
Proposal #:	no data				
Description:	<p>This project is a continuation of MTF Illume Web 2019. The new budget has been combined with previous to allow for "additional funding" of the continuing portion and includes some development/programming work for 2021.</p> <p>SRO will program and test six new survey versions, all will be programmed in Illume. The 6 "older" forms will be edited and tested. 12 Surveys will be launched in 2020. After testing is complete, SRO will launch the 2020 Web survey data collection with an estimated sample size of 16,500 cases identified by the Principal Investigator who will deliver the contact information including e-mail address to SRO. The Web survey data collection will replace aspects of the standard mail-based data collection. Both the separately funded Winter Location calling effort and Non-Response follow-up calling will include this sample – with the calling effort being integrated with the standard MTF activities.</p> <p>This budget assumes an overall SRO involvement period of 12 months commencing in January 2020 with the data collection taking place during a 7-month period, beginning April of 2020. The total cost for this work is estimated at \$301,116 (\$193,023 direct, \$108,093 indirect), budgeted at the currently negotiated on-campus recovery rate of 56%.</p>				
SRO Project Period	01/2020 - 12/2020				
Data Col Period	04/2020 - 10/2020				
Security Plan	NA				
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="width: 50%; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>			PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:				
Other Project Team Members:	Gregg Peterson (SPA), Rebecca Gatward (Director), Donnalee Grey-Farquharson, Hueichun Oeng, Lloyd Hemingway, Shaowei Sun, Laura Yoder, Timothy Wright, Peter Sparks, Ashwin Dey				
Other Project Names:	MTF Illume Web 2020				
Sample Mgmt Sys	NA				
Data Col Tool	NA				
Hardware	NA				
DE Software	NA				
QC Recording Tool	NA				
Incentive	Yes, Other (Managed by SRC Study Staff)				
Administration	NA				
Payment Type	N/A				
Payment Method	N/A				

Report Period	Jan, 2020 (MTF Web 2020)	Project Phase	Initiation
Risk Level	On Track		

Monthly Update

SRO tested the Illume surveys and continued development of the sample management system. Programming of RLM and Lab (SSL) SMS for integration testing will begin in February.

Special Issues

Cost

Jan 31, 2020

Total Cost to Date (Direct + Indirect):	582,383.04
Estimated Cost at Completion (E\$AC):	851,930.78
Total Budget:	943,599.00
Variance (Budget minus E\$AC):	91,668.22
Reason For Variance:	Includes an under-run carried over from 2019. project just loaded and projections need to be updated.

Projections

Jan 31, 2020

Dollars Projected For Month:	941.97
Actual Dollars Used:	1,061.69
Variance (Projected minus Actual):	119.72
Reason For Variance:	Slightly off on projected hours

Measures

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

Other Measures

Project Name	National Data Innovation Centre -- Delhi Metropolitan Area Study (NDIC DMAS)				
Project Mode	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2		
Project Type	Sponsored Projects	Project Status	Current		
Budget	Direct Budget: 409,329.00	Indirect Budget: 40,932.00	Total Budget: 450,261.00		
Principal Investigator/Client	Sonalde Desai (University of Maryland) Stephanie Chardoul (University of Michigan) Santanu Pramanik (National Council of Applied Economic Research)				
Funding Agency	Bill & Melinda Gates Foundation				
IRB	HUM#:	Period Of Approval:			
Project Team	Project Lead:	Gina-Qian Yang Cheung			
	Budget Analyst:	Carl S Remmert			
	Production Manager:				
	Senior Project Advisor:	Stephanie A Chardoul			
	Production Manager:				
	Production Manager:				
Proposal #:	no data				
Description:	The main objective of NCAER-NDIC is to serve as a laboratory for experiments in data collection, interfacing with partners in think tanks, Indian and international universities, and government. In particular, the Centre will address problems with existing data streams and important data currently not collected; foster, incubate, mainstream, and increase uptake of data innovations; and improve the triangulation and compatibility of distinct but related datasets. SRC joins NCAER-NDIC to launch Delhi Metropolitan Area Study, including baseline (N=5,255; HH-level, FtF), monthly (N=2,387, R-level; TEL), quarterly (N=2,700, HH-level, FtF), hospitalization follow-up (N=TBD, HH-level, FtF), and midline (N=5,255; HH-level, FtF) surveys (22 surveys in total) within ~20 months data collection period. SRC scope of work is to enhance NCAER-NDIC staff skills through formal and informal training and through the building of a broader collaborative network, including methodological design, sample design, questionnaire design, technical instrument design, supervisor/interviewer training, production monitoring, quality control, data dissemination, and 2-3 weekly conference calls for capacity building.				
SRO Project Period	08/2018 - 10/2020				
Data Col Period	01/2019 - 09/2020				
Security Plan	NA				
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="padding: 5px;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>			PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:				
Other Project Team Members:	Andrea P. (Help Desk), Ashwin D. (SurveyTrak Intl), Brad G. (Data Management), Christopher G. (Data Management), Colette K. (Blaise), Emmanuel E. (Help Desk), Gina C. (Tech Lead), Holly A. (WebTrak), Jay L. (Project Management), Jonathan H. (Data Management), LihShwu K. (DBA), Marsha S. (SurveyTrak Intl), Rama G. (Sync), Stephanie C. (SPA)				
Other Project Names:					
Sample Mgmt Sys	Other (SurveyTrak INTL)				
Data Col Tool	Blaise 5				
Hardware	Laptop; Other (NCAER Phone (In India))				
DE Software	N/A				
QC Recording Tool	N/A				
Incentive	Yes, Other (TBD)				
Administration	Other (National Council of Applied Economic Research)				
Payment Type	Other (TBD)				
Payment Method	Other (TBD)				

Report Period	Jan, 2020 (NDIC DMAS)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	Gina and Jonathan traveled to NCAER to train NDIC staff and prepare the DMAS Q4 and endline productions in Feb.		

We are planning to have interviewers training in Feb 10-18, and productions launch in Feb 25th. there are 4 instruments for two projects to launch, total 35 interviewers will be in training.

Special Issues

questionnaire are still in design stage, no testing time for the instruments and the system integration tests

Cost
Jan 31, 2020

Total Cost to Date (Direct + Indirect): 299,340.00
Estimated Cost at Completion (E\$AC): 450,000.00
Total Budget: 450,261.00
Variance (Budget minus E\$AC): 0.00
Reason For Variance: on target

Projections
Jan 31, 2020

Dollars Projected For Month: 21,173.00
Actual Dollars Used: 21,173.00
Variance (Projected minus Actual): 0.00
Reason For Variance: on Target!

Measures

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

Other Measures

Project Name	National Survey of Family Growth (NSFG 2010-2020)					
Project Mode	Primary: Face to Face Total of Modes: 1					
Project Type	Sponsored Projects		Project Status	Current		
Budget	Direct Budget:	32,653,126.47	Indirect Budget:	8,448,262.00 Total Budget: 41,101,388.47		
Principal Investigator/Client	Joyce Abma (NCHS) Mick Couper (ISR)					
Funding Agency	NCHS, CDC, NICHD					
IRB	HUM#:	0002716	Period Of Approval:	7/17/13 - 7/17/17		
Project Team	Project Lead: Heidi Marie Guyer Budget Analyst: Nancy E Oeffner Production Manager: Theresa Camelo Senior Project Advisor: Mary P Maher Production Manager: Maureen Joan O'Brien Production Manager: Rebecca Loomis					
Proposal #:	no data					
Description:	<p>The NSFG is a national survey of women and men 15-49 years of age designed to provide national estimates of factors affecting pregnancy and birth rates, including sexual activity, cohabitation, marriage, divorce, contraceptive use, miscarriage and stillbirth, infertility, and use of medical services for family planning and infertility. NSFG 2010-2020 includes eight years of continuous data collection starting in September 2011 and ending in 2019. Every year, new PSUs will be selected to replace last year's non-self representing PSUs and self-representing PSUs, and the project will continue to collect data from a set of major self representing PSUs throughout the entire data collection period. Target number of interviews is approximately 5000 per year.</p>					
SRO Project Period	09/2010 - 07/2020					
Data Col Period	09/2011 - 06/2019					
Security Plan	Yes					
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> PreProduction Start: 03/01/2011 Pretest End: Staffing Completed: 08/17/2011 SS Train Start: 09/15/2011 DC Start: 09/20/2011 </td> <td style="width: 50%; vertical-align: top;"> Pretest Start: Recruitment Start: 06/01/2011 GIT Start: 09/13/2011 SS Train End: 09/19/2011 DC End: 09/07/2019 </td> </tr> </table>				PreProduction Start: 03/01/2011 Pretest End: Staffing Completed: 08/17/2011 SS Train Start: 09/15/2011 DC Start: 09/20/2011	Pretest Start: Recruitment Start: 06/01/2011 GIT Start: 09/13/2011 SS Train End: 09/19/2011 DC End: 09/07/2019
PreProduction Start: 03/01/2011 Pretest End: Staffing Completed: 08/17/2011 SS Train Start: 09/15/2011 DC Start: 09/20/2011	Pretest Start: Recruitment Start: 06/01/2011 GIT Start: 09/13/2011 SS Train End: 09/19/2011 DC End: 09/07/2019					
Other Project Team Members:	Chrissy Evanchek--Budget Analyst					
Other Project Names:						
Sample Mgmt Sys	SurveyTrak					
Data Col Tool	Blaise 4.8					
Hardware	Tablet; [UM cell] Phone; Paper and Pencil					
DE Software	NA					
QC Recording Tool	N/A					
Incentive	Yes, R; Yes, Other (babysitting fee)					
Administration	SRO Group					
Payment Type	Cash, prepaid (\$5; \$40); Cash, post (\$40; \$60)					
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest Cash Fund from ISR Business Office					

Report Period	Jan, 2020 (NSFG 2010-2020)	Project Phase	Closing
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Risk Level	On Track
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Monthly Update	<p>We are in the closing phase for NSFG Cycle 8. Data collection ended September 11, 2019. The contract end date is 12/30/2020. Currently, two main efforts are, 1. SRO and ICPSR coordination for PUF4 delivery, and 2. NSFG project closeout activities including compiling deliverables for NCHS as outlined in the contract, disabling daily batch processes and systems as able, organizing files and databases, and planning a timeline for shutting down servers and the secure FSEC environment. At this time, closeout activities and PUF4 delivery activities are mostly on track. ICPSR has had some difficulty in document preparation, as there have been staff changes since the last PUF delivery. Staff with knowledge of code and processes has time allotted to assist as needed throughout 2020, so that assistance has been activated. The SQL Anywhere server on FSEC has been outdated for a few years, and all requests for</p>
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waivers to CDC to update have been granted, until this fall when the request was denied. There have been discussions between CMT, SRO project management, and CDC to try to resolve the issue. At CDC's recommendation, SRO is reapplying for the waiver, stating that we are in the final year of data collection and there are currently no remote users accessing the server. SRO has put together a cost estimate in the event that the waiver request is denied again. CMT is submitting the waiver, including a business stamen (explanation of impact to project resources). The cost of the update has been worked into the post-production budget, but the SRC PI has discussed other options to cover the costs of this update as well. Final outcome of the production budget will be available when November costs come in.

Special Issues

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

**Cost
Feb 29, 2020**

Total Cost to Date (Direct + Indirect): 45,075,393.00
Estimated Cost at Completion (E\$AC): 45,688,961.00
Total Budget: 41,101,388.47
Variance (Budget minus E\$AC): 6,000.00
Reason For Variance: The total NSFG budget with all approved contract mods is actually \$45,682,579. Additional workscope, higher than anticipated HPI, higher yield, higher interviewer attrition, increased travel, increased hiring and training have all led to increased costs. NCHS is providing additional funding in the spring of 2019 to cover the projected overrun as well as to increase interview yield in the final two quarters of the contract. Additionally, new interviewers will be recruited and trained in order to carry out the additional interviewing and to account for increased attrition.

**Projections
Feb 29, 2020**

Dollars Projected For Month: 0.00
Actual Dollars Used: 11,056.16
Variance (Projected minus Actual): -11,056.16
Reason For Variance: Overrun was \$19k. After taking account of a \$13k underrun from year 10, the final project overrun was \$6,000. Regarding monthly costs, no costs were projected for the month, while some costs continued to come in and hit the project which is why there was a monthly overrun.

Measures

	Units Complete	RR	HPI
Current Goal:	1550	68%	10.0
Goal at Completion:	5500	79%	10.0
Current actual:	1509	64%	11.9
Estimate at Complete:	4	61.8%	10.3
Variance:	28	18.2%	.3

Other Measures

The goals represent Q32 goals and actuals. Q32 has now ended. Yield goals increased as NCHS released more funding to increase production in the final 2 Q's of C8. The HPI goal changed to 10.0. The completion goals above are the annual goals. The current goal is for the current quarter.

Project Name	Panel Study of Income Dynamics 2019 (PSID19)												
Project Mode	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 4,878,942.00	Indirect Budget: 2,683,420.00	Total Budget: 7,562,362.00										
Principal Investigator/Client	David Johnson (UM) Katherine McGonagle (UM) Vicki Freedman (UM)												
Funding Agency	NSF, NIA, NICHD, The Office of the Assistant Secretary for Planning and Evaluation of the United States, DHHS, The Economic												
IRB	HUM#: HUM00062417	Period Of Approval:	1/23/2019 - 1/22/20										
Project Team	Project Lead: Shonda R Kruger-Ndiaye Budget Analyst: Megan Gomez-Mesquita Production Manager: Sarah Crane Senior Project Advisor: Stephanie A Chardoul Production Manager: Production Manager:												
Proposal #:	no data												
Description:	<p>PSID (known to Respondents as the Family Economics Study or FES) is a longitudinal survey of several thousand individuals and their families, carried out since 1968 and conducted every two years. The sample is comprised of respondents from the 4,800 original families as well as new (immigrant) sample added in 1997/1999 and 2017/2019. The total 2019 sample size will be approx. 11,200, with approx. 9,750 completed interviews expected. Most of the information collected is about family composition and changes (marriages, divorces, births, deaths, people moving in and out), income sources and amounts, employment and pensions and wealth. There are also questions about housing, education, vehicles, health, and money spent on food, healthcare, and school. The main focus is on how these family composition and financial factors interact with each other and how they change over time.</p> <p>A Mixed Mode Pilot, CDS, and TAS19 will all follow PSID Core data collection, interviewing eligible PSID sample members on a flow basis following their Core interviews.</p>												
SRO Project Period	05/2018 - 03/2020												
Data Col Period	02/2019 - 12/2019												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 05/01/2018</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start:</td> </tr> <tr> <td>Staffing Completed:</td> <td>GIT Start: 02/19/2019</td> </tr> <tr> <td>SS Train Start: 02/17/2019</td> <td>SS Train End: 02/26/2019</td> </tr> <tr> <td>DC Start: 02/28/2019</td> <td>DC End: 12/31/2019</td> </tr> </table>			PreProduction Start: 05/01/2018	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start: 02/19/2019	SS Train Start: 02/17/2019	SS Train End: 02/26/2019	DC Start: 02/28/2019	DC End: 12/31/2019
PreProduction Start: 05/01/2018	Pretest Start:												
Pretest End:	Recruitment Start:												
Staffing Completed:	GIT Start: 02/19/2019												
SS Train Start: 02/17/2019	SS Train End: 02/26/2019												
DC Start: 02/28/2019	DC End: 12/31/2019												
Other Project Team Members:	Additional Production Managers: Stacy Quisenberry, Russ Stark Tech Lead: Jeff Smith												
Other Project Names:	Family Economics Study 2019, PSID Core 2019												
Sample Mgmt Sys	SurveyTrak												
Data Col Tool	Blaise 4.8												
Hardware	Laptop; Desktop; [UM cell] Phone												
DE Software	N/A												
QC Recording Tool	Camtasia												
Incentive	Yes, R; Yes, INF; Yes, Other (Proxy, Locator)												
Administration	ISR Group (PSID)												
Payment Type	Check, post (Varies); Cash, post (Varies)												
Payment Method	Check through other system (PSID-RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (P\$												

Report Period	Jan, 2020 (PSID19)	Project Phase	Closing
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Risk Level	On Track
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Monthly Update	January work was limited to close out activities, including the review of non-final lines and assignment of final NI and NS result codes. Final data were delivered. A Field debriefing was held. Lessons learned were compiled for 2021. PIs requested that initial 2021 programming and management be completed under this 2019 budget.
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Special Issues

Cost
Jan 31, 2020

Total Cost to Date (Direct + Indirect): 7,278,405.70
Estimated Cost at Completion (E\$AC): 7,343,264.98
Total Budget: 7,562,362.00
Variance (Budget minus E\$AC): 219,097.02
Reason For Variance: Lower HPI than budgeted, lower travel costs, some lower salary costs.

Projections
Jan 31, 2020

Dollars Projected For Month: 376,526.92
Actual Dollars Used: 380,084.09
Variance (Projected minus Actual): -3,557.17
Reason For Variance: Field TL hours came in higher than projected at the end of production and during the final coding of sample lines.

Measures

	Units Complete	RR	HPI
<i>Current Goal:</i>			
<i>Goal at Completion:</i>	9,724	89%	8.02
<i>Current actual:</i>			
<i>Estimate at Complete:</i>	9,614	88.6%	7.79
<i>Variance:</i>	110	0	0.23

Other Measures

Project Name	PSID 2019 Full Mixed Mode Pilot (PSID 2019 Full Pilot)			
Project Mode	Primary: Mixed Total of Modes: 2			
Project Type	Sponsored Projects	Project Status	Current	
Budget	Direct Budget: 210,093.00	Indirect Budget: 117,652.00	Total Budget:	327,745.00
Principal Investigator/Client	David Johnson (UM) Kate McGonagle (UM)			

Funding Agency				
IRB	HUM#:	HUM00062417	Period Of Approval:	1/23/2019 - 1/22/202
Project Team	Project Lead:	Shonda R Kruger-Ndiaye		
	Budget Analyst:	Megan Gomez-Mesquita		
	Production Manager:	Derek Dubuque		
	Senior Project Advisor:	Stephanie A Chardoul		
	Production Manager:	Katherine McFall Blackburn		
	Production Manager:			

Proposal #: no data

Description: The PSID 2019 Full Mixed Mode Pilot will sample a subset of PSID Core 2019 respondents, beginning with 250 lines, with additional releases as needed. The interview will be mixed mode: self-administered web and interviewer-administered CATI, using SSL iwers. The production target is to complete a total of 200 completed interviews (150 web and 50 CATI).

The contact protocol includes an advance letter and one email, one text message, and one reminder call each week. Emails will be sent automatically through MSMS, as will the initial text message. Subsequent texts will be manually sent.

SRO will program the CAI instrument, web portal, MSMS, data out, and simple reports. The CAI instrument will contain most--but not all--of the content of the Core interview.

SRO Project Period 01/2019 - 03/2020

Data Col Period 10/2019 - 12/2019

Security Plan NA

Milestone Dates

PreProduction Start: 05/01/2019

Pretest End:

Staffing Completed:

SS Train Start: 11/18/2019

DC Start: 10/22/2019

Pretest Start:

Recruitment Start:

GIT Start:

SS Train End: 11/18/2019

DC End: 12/31/2019

Other Project Team Members: Gina-Qian Cheung, Jim Rodgers, Kevin Jensen, Youhong Liu, Heather Schroeder, Kyle Goodman, Laura Yoder, Maddie Goforth

Other Project Names: MM Pilot

Sample Mgmt Sys MSMS

Data Col Tool Blaise 5

Hardware Laptop; [UM cell] Phone; Other (R's computer for web survey)

DE Software N/A

QC Recording Tool N/A

Incentive Yes, R

Administration ISR Group (PSID Staff)

Payment Type Check, post (\$100); Other (Electronic RPay, \$100)

Payment Method Check through other system (RAPS); Other (Electronic RPay)

Report Period	Jan, 2020 (PSID 2019 Full Pilot)	Project Phase	Closing
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Risk Level On Track

Monthly Update January work was limited to close out. e.g. Efforts were taken to re-enter the 4 iws lost due to a merge error (but existing in the audit trail data). Final data were delivered. An iwer debriefing was held. Lessons learned were prepared for Core 2021.

Special Issues**Cost**

Jan 31, 2020

Total Cost to Date (Direct + Indirect): 322,476.27*Estimated Cost at Completion (E\$AC):* 328,994.54*Total Budget:* 327,745.00*Variance (Budget minus E\$AC):* -1,249.54*Reason For Variance:* Our projected overrun was reduced. The overrun is attributable to increased programmer and management time.**Projections**

Jan 31, 2020

Dollars Projected For Month: 15,035.15*Actual Dollars Used:* 14,030.87*Variance (Projected minus Actual):* 1,004.28*Reason For Variance:* Actual hours were slightly lower than projected.**Measures**

	Units Complete	RR	HPI
<i>Current Goal:</i>			
<i>Goal at Completion:</i>	200	80%	
<i>Current actual:</i>	220	89%	
<i>Estimate at Complete:</i>	220	89%	
<i>Variance:</i>	-20	-9	

Other Measures

Project Name	PSID Child Development Supplement V (2019) (CDS-19)												
Project Mode	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 5,801,561.00	Indirect Budget: 3,164,398.00	Total Budget: 8,965,959.00										
Principal Investigator/Client	Narayan Sastry (SRC) Paula Fomby (SRC)												
Funding Agency	NICHD, Robert Wood Johnson Foundation												
IRB	HUM#: HUM00075944	Period Of Approval:	6/11/18 - 6/10/19										
Project Team	Project Lead: Rachel Anne Orłowski Budget Analyst: Megan Gomez-Mesquita Production Manager: Dianne G Casey Senior Project Advisor: Stephanie A Chardoul Production Manager: Production Manager:												
Proposal #:	no data												
Description:	A 2019 wave of the Childhood Development Supplement (CDS) is planned for September 2019 – May 2020. The sample for CDS is comprised of the PSID-eligible children (ages 0 -17) from the Core 2019 families we interview and their primary caregivers. Approximately 3,700 families will be included, with some Core families containing several CDS children. As part of the CDS, families are asked to complete multiple interviews (i.e., coverscreen, PCG interview, Child interview--including an IVR component) and data collections (i.e., physical measurements, educational assessments, saliva collection, time diaries, school and birth record linkage forms), several of which are completed in-person. CDS interviewing will be conducted by Field interviewers, with the SSL supporting follow-up efforts. SurveyTrak and Blaise 4.8 will be the primary technical systems employed.												
SRO Project Period	09/2018 - 08/2020												
Data Col Period	09/2019 - 05/2020												
Security Plan	NA												
Milestone Dates	<table border="1"> <tr> <td>PreProduction Start: 01/07/2019</td> <td>Pretest Start: 07/15/2019</td> </tr> <tr> <td>Pretest End: 08/04/2019</td> <td>Recruitment Start: 05/02/2019</td> </tr> <tr> <td>Staffing Completed: 08/05/2019</td> <td>GIT Start: 09/16/2019</td> </tr> <tr> <td>SS Train Start: 09/18/2019</td> <td>SS Train End: 09/23/2019</td> </tr> <tr> <td>DC Start: 10/01/2019</td> <td>DC End: 05/31/2019</td> </tr> </table>			PreProduction Start: 01/07/2019	Pretest Start: 07/15/2019	Pretest End: 08/04/2019	Recruitment Start: 05/02/2019	Staffing Completed: 08/05/2019	GIT Start: 09/16/2019	SS Train Start: 09/18/2019	SS Train End: 09/23/2019	DC Start: 10/01/2019	DC End: 05/31/2019
PreProduction Start: 01/07/2019	Pretest Start: 07/15/2019												
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Staffing Completed: 08/05/2019	GIT Start: 09/16/2019												
SS Train Start: 09/18/2019	SS Train End: 09/23/2019												
DC Start: 10/01/2019	DC End: 05/31/2019												
Other Project Team Members:													
Other Project Names:													
Sample Mgmt Sys	SurveyTrak												
Data Col Tool	Blaise 4.8												
Hardware	Laptop; [UM cell] Phone												
DE Software	Other												
QC Recording Tool	Camtasia												
Incentive	Yes, R												
Administration	ISR Group (PSID)												
Payment Type	Check, post; Cash, post												
Payment Method	Check through other system (PSID-RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (PS												
Report Period	Jan, 2020 (CDS-19)	Project Phase	Implementing										
Risk Level	Some Concerns												
Monthly Update	Stats as of 2/1 FPR: Coverscreen - 2,354 completes (3,193 lines) PCG - 617 completes (2,363 lines) Child - 1,117 completes (4,408 lines) Other adult - 261 completes (2,137 lines) Mailed New Year's card to nonfinal, active (non-hold) CS and PCG lines on January 8 (n = 2,224).												

Submitted IRB amendment with Coverscreen End Game protocol and materials, Follow-up protocol and materials, service certification, and non-monetary incentive protocol on 1/16. Received approval on 1/27.

Released age of majority data models and pbd. WebLog for reminder calls still in development.

72 iwers staffed on project. Paid first month of interviewer retention bonus (\$100 if met quality, performance, and commitment expectations in December).

Presented first travel cost analysis on 1/24. Postponed making a decision on Hold FTF replicates until more data/trips (likely at the end of February).

Released 62 TAS complete/concurrent lines on 1/9. Released 58 TAS complete lines on 1/16. Released 229 TAS non-response follow-up lines on 1/21. Need to finalize split-off process.

Time diary coding training on 1/28 - 7 coders and 1 supervisor.

Special Issues

Iwer effort -- iwers state they do not have enough sample to work full commitment. Not meeting production goals -- released more sample and submitted Coverscreen End Game protocol/materials to the IRB. Concerned about completing data collection by the end of May, especially if visiting the Hold FTF FUs.

Cost Jan 31, 2020

Total Cost to Date (Direct + Indirect):	4,791,631.97
Estimated Cost at Completion (E\$AC):	8,965,237.05
Total Budget:	8,965,959.00
Variance (Budget minus E\$AC):	721.94
Reason For Variance:	Minor variance - moving underrun to MDC Travel (underrun has increased primarily due to lower field iwer effort)

Projections Jan 31, 2020

Dollars Projected For Month:	867,137.02
Actual Dollars Used:	802,223.02
Variance (Projected minus Actual):	64,914.01
Reason For Variance:	Main categories: Half of variance is less non-salary travel costs. Less survey tech effort. Woodcock Johnson response booklet and saliva kit purchases did not hit.

Measures

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

Other Measures

Project Name	Qatar World Mental Health Survey (WMH-Qatar)			
Project Mode	Primary: Face to Face	Total of Modes: 1		
Project Type	Sponsored Projects	Project Status	Current	
Budget	Direct Budget:	62,440.00	Indirect Budget:	12,488.00
			Total Budget:	74,928.00
Principal Investigator/Client	Zeina Mneimneh (University of Michigan) Salma Mawfek Khaled (Qatar University)			

Funding Agency	Cambridgeshire and Peterborough NHS Foundation Trust			
IRB	HUM#:	Period Of Approval:		
Project Team	Project Lead:	Yu-chieh (Jay) Lin		
	Budget Analyst:	Carl S Remmert		
	Production Manager:			
	Senior Project Advisor:	Gina-Qian Yang Cheung		
	Production Manager:			
	Production Manager:			

Proposal #: no data

Description: SRC joins Social & Economic Survey Research Institute at Qatar University for the upcoming World Mental Health Study in Qatar to conduct CIDI train-the-trainer training and build a quality assurance tool. The timing expectation is that SRC has an initial working version of the QC tool in time for a January 2020 data collection pilot, then refinements will be made for an October 2020 production launch. The Qatar team will be using the standard CIDI questionnaire instrument (Blaise 5), and they have Blaise programming expertise and their own sample management system. SRC had originally envisioned this as a version of our OLAP Cube, but have since moved away from that and toward a more "ODS"-type approach. SRC scope of work includes CIDI training, methodological designs for in-person and phone call verification, quality control indicators/interventions, and technical designs for quality assurance infrastructure and dashboard, etc.

SRO Project Period 04/2019 - 10/2021

Data Col Period 01/2020 - 10/2021

Security Plan NA

Milestone Dates

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

Other Project Team Members: Cheng Z. (Application Programmer), Jay L. (PM), Gina-Qian C. (SPA), Sarah B. (System Analyst)

Other Project Names:

Sample Mgmt Sys Other (Blaise 5)

Data Col Tool Blaise 5

Hardware Laptop; Tablet

DE Software N/A

QC Recording Tool N/A

Incentive Yes, Other (TBD)

Administration Other (Qatar University)

Payment Type Other (TBD)

Payment Method Other (TBD)

Report Period Jan, 2020 (WMH-Qatar) **Project Phase** Implementing

Risk Level On Track

Monthly Update Completed remaining QC indicators for customer.
Met with technical team to review systems implementation.
Worked on documentation.

Special Issues

Cost Jan 31, 2020	Total Cost to Date (Direct + Indirect):	38,044.37	
	Estimated Cost at Completion (E\$AC):	73,923.60	
	Total Budget:	74,928.00	
	Variance (Budget minus E\$AC):	1,004.40	
	Reason For Variance:	Replaced Jay with Jennifer Kelley. Expected more hours for programmer than we actually needed. Planning to re-balance.	
Projections Jan 31, 2020	Dollars Projected For Month:	3,465.05	
	Actual Dollars Used:	3,159.59	
	Variance (Projected minus Actual):	305.46	
	Reason For Variance:	Did not need as many programming time as originally planned	
Measures			
	Units Complete	RR	HPI
	Current Goal:		
	Goal at Completion:		
	Current actual:		
	Estimate at Complete:		
	Variance:		

Other Measures

Project Name	Stress and Wellbeing in Everyday Life (SWEL)												
Project Mode	Primary: Face to Face	Secondary: Observation	Total of Modes: 2										
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 490,424.00	Indirect Budget: 269,734.00	Total Budget: 760,158.00										
Principal Investigator/Client	Kira Birditt (UM ISR Life Course Development) Toni Antonucci (UM ISR Life Course Development)												
Funding Agency													
IRB	HUM#: TBD	Period Of Approval:	TBD										
Project Team	Project Lead: Piotr Dworak Budget Analyst: Janelle P Cramer Production Manager: Derek Dubuque Senior Project Advisor: Kirsten Haakan Alcser Production Manager: Production Manager:												
Proposal #:	no data												
Description:	<p>SWEL is a study to assess the role of cardiovascular stress in daily lives among matched test and control groups of ethnic minority and white respondents. Data collected via an interviewer-administered 30-min instrument, followed by a 4-day measurement of cardiovascular activity using a wearable biometric device, and 6-per-day self-administered momentary assessments.</p> <p>Data collection goal: 300 CAPI interviews (79% RR on sample of ~380), revised to test/control setup in which 150 interviews are needed from 173 test subjects (87% RR) and 150 interviews from the 307 control subjects (48% RR).</p> <p>Sample: Participants in Wave 3 of Social Relations (2014) from the Detroit tri-county area.</p> <p>Data collection period: estimated for 13 weeks but both the staffing levels and the proposed data collection pace is being discussed with the client given the availability of the wereable devices.</p>												
SRO Project Period	12/2016 - 10/2017												
Data Col Period	06/2017 - 09/2016												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 03/01/2017</td> <td>Pretest Start: 01/22/2018</td> </tr> <tr> <td>Pretest End: 02/02/2018</td> <td>Recruitment Start: 11/01/2017</td> </tr> <tr> <td>Staffing Completed: 01/02/2018</td> <td>GIT Start: 03/07/2018</td> </tr> <tr> <td>SS Train Start: 03/07/2018</td> <td>SS Train End: 03/11/2018</td> </tr> <tr> <td>DC Start: 04/04/2018</td> <td>DC End: 10/31/2019</td> </tr> </table>			PreProduction Start: 03/01/2017	Pretest Start: 01/22/2018	Pretest End: 02/02/2018	Recruitment Start: 11/01/2017	Staffing Completed: 01/02/2018	GIT Start: 03/07/2018	SS Train Start: 03/07/2018	SS Train End: 03/11/2018	DC Start: 04/04/2018	DC End: 10/31/2019
PreProduction Start: 03/01/2017	Pretest Start: 01/22/2018												
Pretest End: 02/02/2018	Recruitment Start: 11/01/2017												
Staffing Completed: 01/02/2018	GIT Start: 03/07/2018												
SS Train Start: 03/07/2018	SS Train End: 03/11/2018												
DC Start: 04/04/2018	DC End: 10/31/2019												
Other Project Team Members:													
Other Project Names:	Racial Disparities in Health: The Roles of Stress, Social Relations, and the Cardiovascular System												
Sample Mgmt Sys	MSMS												
Data Col Tool	Blaise 4.8; Blaise 5												
Hardware	Laptop												
DE Software	NA												
QC Recording Tool	Camtasia												
Incentive	Yes, R												
Administration	SRO Group												
Payment Type	Cash, prepaid (2); Cash, post (30); Other (Cash post biomarker)												
Payment Method	Check through other system (MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS)												

Report Period	Jan, 2020 (SWEL)	Project Phase	Closing
Risk Level	Some Concerns		
Monthly Update	Project updates:		

Data collection operations for SWEL project have been transferred to the PI team of research assistants. At this point there are no new updates to the project.

Data collection / Sample:

SRO has completed 221 baseline interviews (out of the goal of 325) of which 85% agreed to follow through with the 4-day at home self-administered biometric data collection. Ongoing data collection on the PIs end will include calling, Baseline interview, kit setup, and mailing of kits to Rs. SRO will continue to provide consulting and systems/HD support. Time will be billed to directly to the parent shortcode.

Staffing: SWEL stopped interviewing and interviewers were closed out in January 2020.

Technical system: A small fraction of TSG/HD time will be needed to support Pis data collection.

Finances: Any remaining SRO funds will be going back to the Pis to cover their data collection operations.

Special Issues

Cost
Feb 29, 2020

Total Cost to Date (Direct + Indirect):	924,174.01
Estimated Cost at Completion (E\$AC):	1,164,924.18
Total Budget:	760,158.00
Variance (Budget minus E\$AC):	-404,766.18
Reason For Variance:	SWEL is approved for \$1,206,680 in total cost resulting in \$446,399 overrun (direct + indirect).

Projections
Feb 29, 2020

Dollars Projected For Month:	3,660.62
Actual Dollars Used:	-364.44
Variance (Projected minus Actual):	4,025.06
Reason For Variance:	Applied unused Respondent Payments

Measures

	Units Complete	RR	HPI
Current Goal:	NA		
Goal at Completion:	325		
Current actual:	221		
Estimate at Complete:	221		
Variance:			

Other Measures

Project Name	Study to Assess Risk and Resilience in Servicemembers - Longitudinal Study Supplement				
Project Mode	(STARRS-LS Supplement) Primary: Not Available				
Project Type	Sponsored Projects	Project Status	Current		
Budget	Direct Budget: 410,256.00	Indirect Budget: 229,744.00	Total Budget: 640,000.00		
Principal Investigator/Client	James Wagner (University of Michigan) Robert Ursano (Uniformed Services University of the Health Scienc) Murray Stein (University of California San Diego)				
Funding Agency	Department of Defense				
IRB	HUM#: HUM00099203	Period Of Approval:	9/4/2019 - 9/3/2020		
Project Team	Project Lead: Meredith A House Budget Analyst: William Lokers Production Manager: Senior Project Advisor: Lisa S Holland Production Manager: Ryan Yoder Production Manager: Lisa M Lewandowski-Romps				
Proposal #:	no data				
Description:	<p>The STARRS-LS Supplement budget is for the scope of two tasks during the period April 2019 through June 2020. Task 1 is to prepare and load de-identified survey data and project documentation for the STARRS-LS study into the ICPSR public use holdings for Army STARRS. This work will cover the entire 15-month project period. Task 2 is to extend support for project management and U-M STARRS Data Enclave activities for seven months beyond the November 30, 2019 funding end date for the current STARRS-LS award. Task 2 work will include the period December 2019 through June 2020.</p>				
SRO Project Period	04/2019 - 06/2020				
Data Col Period					
Security Plan	Yes				
Milestone Dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: </td> <td style="width: 50%; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>			PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start:	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:				
Other Project Team Members:	Kelsey Mulka, Lamont Manley, Stephanie Windisch				
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	Jan, 2020 (STARRS-LS Supplement)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	See monthly update for STARRS-LS		
Special Issues	See monthly update for STARRS-LS		

Cost
Feb 29, 2020

Total Cost to Date (Direct + Indirect): 445,893.41
Estimated Cost at Completion (E\$AC): 522,997.42
Total Budget: 640,000.00
Variance (Budget minus E\$AC): 117,002.58
Reason For Variance:

The STARRS-LS Supplement budget covers management, enclave, and public use work for LS W1 and LS W2 from December 2019 through June 2020 (although the LS W1 accounts were available prior to December by a number of months to capture hours and costs already spend on LS W1 activities). As noted above, we will be working on adding projections for the work from the no cost extension period that is getting pushed forward. We spent a total of \$44,940 in December. We are currently projecting an overall project surplus of \$117,003.

Projections
Feb 29, 2020

Dollars Projected For Month: 70,519.62
Actual Dollars Used: 44,940.13
Variance (Projected minus Actual): 25,579.49
Reason For Variance:

The difference was due less management and enclave hours charged to the supplement.

Measures

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

Other Measures

Project Name	Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study (STARRS-LS)															
Project Mode	Primary: Web		Secondary: Telephone		Total of Modes: 3											
Project Type	Sponsored Projects			Project Status	Current											
Budget	Direct Budget:	8,280,054.00	Indirect Budget:	4,554,645.00	Total Budget:	12,834,699.00										
Principal Investigator/Client	James Wagner (University of Michigan) Robert Ursano (Uniformed Services University of the Health Scienc) Murray Stein (University of California San Diego)															
Funding Agency	Department of Defense															
IRB	HUM#:	HUM00099203	Period Of Approval:	9/4/2019 - 9/3/2020												
Project Team	Project Lead:	Meredith A House														
	Budget Analyst:	William Lokers														
	Production Manager:	Ruth B Philippou														
	Senior Project Advisor:	Lisa S Holland														
	Production Manager:	Juan Carlos Donoso														
	Production Manager:	Lisa M Lewandowski-Romps														
Proposal #:	no data															
Description:	This project is a continuation of the Army STARRS study (Army Study to Assess Risk and Resilience in Servicemembers). For STARRS LS, we will attempt to reinterview all respondents form the All Army Study (AAS), New Soldier Study (NSS) and Pre-Post Deployment Study (PPDS) samples using a web-phone multi mode study. Each of the approximately 70,000 eligible respondents will be invited to participate once every two years. In addition to reinterviewing the AAS, NSS and PPDS samples; STARRS LS will continue to maintain and support the Research Data Enclave, allowing members of the research team and collaborators to analyze primary Army STARRS data as well as de-identified historical administrative data received from the Army and Department of Defense (DoD). Additionally, STARRS LS will continue to receive and link de-identified administrative data to the survey data (from the original Army STARRS data collection as well as STARRS LS surveys). These data will also be made available in the Research Data Enclave.															
SRO Project Period	02/2015 - 03/2020															
Data Col Period	10/2015 - 07/2019															
Security Plan	NA															
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:</td><td>SS Train End:</td></tr><tr><td>DC Start: 09/12/2016</td><td>DC End: 07/25/2019</td></tr></table>						PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start: 09/12/2016	DC End: 07/25/2019
PreProduction Start:	Pretest Start:															
Pretest End:	Recruitment Start:															
Staffing Completed:	GIT Start:															
SS Train Start:	SS Train End:															
DC Start: 09/12/2016	DC End: 07/25/2019															
Other Project Team Members:	Heather Schroeder, Paul Burton, Ryan Yoder, Leah Roberts, Keith Liebetreu, Kelsey Mulka, Madison Goforth, Lamont Manley, Stephanie Windisch, Youhong Liu, Peter Sparks. Pam Swanson, Genise Pattulo, Andrew Hupp															
Other Project Names:																
Sample Mgmt Sys	MSMS															
Data Col Tool	Blaise 5															
Hardware	Desktop															
DE Software	N/A															
QC Recording Tool	Live monitoring															
Incentive	Yes, R															
Administration	SRO Group															
Payment Type	Check, post (\$50-\$100); Cash, prepaid (\$2 (or Challenge coin)); Other (Army STARRS challenge coin (provide															
Payment Method	Check through other system (MSMS); Imprest Cash Fund from ISR Business Office (MSMS); Other (Army STA															

Report Period	Jan, 2020 (STARRS-LS)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<input type="checkbox"/> We provided a ballpark for a study on Army Separation on January 17. <input type="checkbox"/> U-M's Office of Research and Sponsored Projects (ORSP) completed the award modification for the no cost extension through March 2020. <input type="checkbox"/> We received ORSP approval for the 5-year "STARRS 3" budget and sent it to Dr. Ursano. <input type="checkbox"/> We reviewed and provided edits/comments on the Research Plan/SOW for Waves 3-4, written by the research		

team and sent to the ODUSA/GSC on January 27.

- The STARRS-LS Geocoded Link File was updated with an address origin variable and was loaded to the enclave.
- The U-M team began the work to create the sample file that will be sent to the CDC to obtain the NDI data.
- We learned that the ODUSA is ready to purchase the NIOSH addresses. Gretchen will write a formal memo describing the process the ODUSA would like to implement for obtaining and sharing the addresses.
- We sent a draft of full W3 consent, including DHA HIPAA consent language and “placeholder” VA language to the Pls/research team; we created an updated version of the Wave 3-4 timeline, including a detailed timeline of steps to review/approve the Wave 3 consent protocol. The timeline was sent to the ODUSA.
- All analysts have now transitioned to the new U-M STARRS Data Enclave access procedure and all sites are using the new format for the monthly computer security checklist.
- We monitored annual DoD training renewal progress. Harvard 10/10, USUHS 7/8, UCSD 3/3, UM 26/29. Renewals were to be completed by January 31, 2020.
- Our Enclave computing group continued work on installing new hardware, and on software transitions.
- We made progress on biomarker group requests for assistance, and analyst requests for assistance.
- We made progress on the annual update of the SSN-Linkage ID file. This file identifies the STARRS cohort that have consented to administrative data linkage. We worked with Gretchen on preparations for its transfer to AAG.
- Wave 1 and 2 weights created by Harvard were loaded to the enclave.
- We learned that ICPSR will assign and work on adding AAS and NSS to the Social Science Variables Database (SSVD) searching functionality on the ICPSR website in February.

Special Issues

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

- NIOSH addresses
 - o As noted earlier in this report, Gretchen asked Meredith whether she could send the updated SSN list (SSN-Linkage ID file, which identifies the STARRS cohort that have consented to administrative data linkage) to NIOSH to obtain the addresses. They had a brief discussion about some of the restrictions and limitations for both the Army and STARRS-LS study team/U-M in obtaining and working with these addresses. The ODUSA secured CDC approval and funding to obtain the addresses, but it is still not clear how the previously understood barriers and restrictions on obtaining and sharing the data have been resolved. To help with this, Gretchen is going to write a formal memo describing the process the ODUSA would like to follow. It will be important for multiple parties to review this process given the respondent protections requirements and restrictions on the address data. We do not have permission from the full 72,000 to use their SSNs for locating (outside of Army databases). We have only gathered this type of consent from LSW1 and LSW2 respondents. We are concerned about this situation as it potentially leaves the study (U-M in particular) in a situation to have to say “no” and it would look like we are resistant to helping obtain the addresses. We have no objections to obtaining them as long as it can be done in a way that honors STARRS commitments to privacy and data security as provided to our respondents. The ultimate plan will also need to be one that is likely to receive U-M IRB approval.
- Wave 3 Challenges
 - o Currently, the primary risks to an April 2020 pre-production start and October 2020 launch are the following:
 - Funding delays. Working backwards from April 2020, we would have needed to receive the draft sub-award from HJF in January in order to get approvals and have accounts in place by April. We are working with the understanding that, short of receiving the actual sub-award, HJF can issue a letter of intent to fund that would allow U-M to set up hardship accounts and begin work. We would need to do so no later than the beginning of March. These hardship accounts would be a temporary measure. We have staff time reserved to begin work in April. Any changes to this schedule would be very disruptive and we would risk staff being reassigned to other projects.
 - Wave 3 consent review and approval process. As you are well aware, this process involves many steps with input and approval from many groups including the research team, the ODUSA, GSC, DHA Privacy Office and the VA. We have been waiting for language/requirements for consent to link to VA medical records for about five months now; in September 2019 we were told the ODUSA would work with the VA to provide this. The consent draft and timeline that U-M shared this month will hopefully move the process along. The dates in the timeline do not have any slack built in for meeting deadlines for IRB submission ahead of an October production start.
 - o The development of wording and procedures for HIPAA consent continues to be an uncertain process. We have drafted wording and procedures that we think will be acceptable to IRB and to the suppliers of medical records, but their review and approval have yet to take place. We will also need to develop new procedures, in particular, for telephone interviews since a verbal consent is not acceptable for a HIPAA-related consent to linkage. This is a problem that we are confident we can solve, but how much time and effort will be required is uncertain.
- Enclave Support
 - o We continue to monitor priorities for Enclave support. We balance the primary Enclave support work with a number of more complex biomarker data support requests, which are outside of the reduced Enclave team scope in the STARRS-LS contract. We prioritize the primary work above other requests in accordance with project goals and to remain within budget/scope. As a result, the biomarker data support requests can take longer to service. As long as requestors are ok with this arrangement, we can continue to manage the work and priorities in this fashion.
 - Scope additions
 - o There are a few cost estimates for new scope that have yet to be made (Table 6 above). As decisions are made, we will work with the research team to schedule and implement this work.
 - o We have received some information on additional public use data releases, including release to the NIH National Data Archive. Several unknowns need to be clarified before we can finalize our scope and cost estimates, and determine what staffing will be needed for this work.

Cost
Feb 29, 2020

Total Cost to Date (Direct + Indirect): 12,616,712.83
Estimated Cost at Completion (E\$AC): 12,823,668.23
Total Budget: 12,834,699.00
Variance (Budget minus E\$AC): 11,030.77
Reason For Variance:

We spent a total of \$23,633 in December. We are now focusing on charging ongoing management and enclave work to the 5-year no cost extension accounts given these funds expire at the end of March. In doing so, the supplement shows a larger underrun (see Table 5), but we are seeing that some of the work we hoped to accomplish in the no cost extension period is getting pushed forward, so we will be working on adding those projections to the supplement as the work and timeline become clearer. Including the projections for work to be carried out through March 2020, we are showing an overall project surplus of \$11,031.

Projections
Feb 29, 2020

Dollars Projected For Month: 46,058.27
Actual Dollars Used: 23,633.31
Variance (Projected minus Actual): 22,424.96
Reason For Variance:

13,000 from respondent checks as well as lower than projected salary expenses.

Measures

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

Other Measures

Project Name	Surveys of Consumer Attitudes (SCA 2020)		
Project Mode	Primary: Telephone	Total of Modes: 1	
Project Type	Sponsored Projects	Project Status	Current
Budget	Direct Budget: 1,109,882.00	Indirect Budget: 0.00	Total Budget: 1,109,882.00
Principal Investigator/Client	Richard Curtin (SCA) tUBER sUZER-gURTEKIN (sca)		

Funding Agency	
IRB	HUM#:
Project Team	Period Of Approval:
	Project Lead: Theresa Camelo
	Budget Analyst: Dean E Stevens
	Production Manager: Ruth B Philippou
	Senior Project Advisor: Shonda R Kruger-Ndiaye
	Production Manager:
	Production Manager:

Proposal #: no data

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

The objectives of the surveys are to learn what consumers think about economic events under varying circumstances and to determine why they think and behave as they do. Since changes in attitudes and expectations occur in advance of behavior, measures of consumer attitudes and expectations can act as leading indicators of aggregate economic activity. The survey measures are not intended to establish the absolute level of consumer sentiment at any given time. The SCA is intended to measure change. Each month the SSL interviewing staff obtains 600 interviews.

SRO Project Period 12/2019 - 12/2020

Data Col Period 12/2020 - 12/2020

Security Plan NA

Milestone Dates

PreProduction Start:	Pretest Start:
Pretest End:	Recruitment Start:
Staffing Completed:	GIT Start:
SS Train Start:	SS Train End:
DC Start: 01/02/2020	DC End: 01/27/2020

Other Project Team Members:

Other Project Names:

Sample Mgmt Sys NA

Data Col Tool Blaise 4.8

Hardware Desktop

DE Software NA

QC Recording Tool DRI-CXM; Live monitoring

Incentive Not used

Administration N/A

Payment Type N/A

Payment Method N/A

Report Period	Jan, 2020 (SCA 2020)	Project Phase	Implementing
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Risk Level On Track

Monthly Update SCA January 2020 began as scheduled on 1/2/2020 and ended as scheduled on 1/27/2020. We completed 621 interviews in January (341 RDD, 180 RECON, and 100 RECON 12) (1 above goal) at a cumulative HPI of 3.26 (.06 lower than the budgeted HPI of 3.32).

Special Issues None to note.

Cost Feb 29, 2020	Total Cost to Date (Direct + Indirect):	85,416.77
	Estimated Cost at Completion (E\$AC):	92,490.16
	Total Budget:	1,109,882.00
	Variance (Budget minus E\$AC):	-7,073.39
	Reason For Variance:	Reduced Project Assistant hours

Projections Feb 29, 2020	Dollars Projected For Month:	92,490.16
	Actual Dollars Used:	85,416.77
	Variance (Projected minus Actual):	0.00
	Reason For Variance:	Reduced Project Assistant hours

Measures		Units Complete	RR	HPI
	Current Goal:	620		3.32
	Goal at Completion:	620		3.32
	Current actual:	621		3.26
	Estimate at Complete:	621		3.26
	Variance:	1		-.06

Other Measures

Project Name Transition Into Adulthood Supplement (TAS2019)

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

Project Type Sponsored Projects **Project Status** Current

Budget ***Direct Budget:*** 778,487.00 ***Indirect Budget:*** 428,167.00 ***Total Budget:*** 1,206,654.00

Principal Investigator/Client Narayan Sastry (ISR)

Funding Agency

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

Project Team ***Project Lead:*** Piotr Dworak
Budget Analyst: Megan Gomez-Mesquita
Production Manager: Carlos Andres Macuada Lopez
Senior Project Advisor: Stephanie A Chardoul
Production Manager: Daric Thorne
Production Manager: Anthony Romanowski

Proposal #: no data

Description: TAS 2019 is the 8th Wave of TAS study, part of the PSID Suite of projects.

Approximately 3,500 youth aged 18 – 28 years who are part of families who participate in the ongoing Panel Study of Income Dynamics (PSID) are invited to take part in a 60-minute survey. Eighty percent of respondents (approximately 3,000) will be offered an option to complete the survey either online or by phone. A fifth of respondents will be offered only the option of completing the survey by phone. As in TAS 2017 and 2018, all respondents will be offered a up to \$100 for completing the interview. Phone interviews will be completed by Survey Research Center Survey Services Lab (SSL) interviewers.

SRO Project Period 07/2019 - 08/2020

Data Col Period 11/2019 - 06/2020

Security Plan NA

Milestone Dates

PreProduction Start: 08/01/2019

Pretest End:

Staffing Completed:

SS Train Start:

DC Start:

Pretest Start:

Recruitment Start: 11/14/2019

GIT Start:

SS Train End:

DC End: 06/30/2020

Other Project**Team Members:**

Other Project Names: Transition Into Adulthood Supplement

Sample Mgmt Sys MSMS

Data Col Tool Blaise 5

Hardware Desktop; [UM cell] Phone

DE Software NA

QC Recording Tool Camtasia

Incentive Yes, R

Administration SRO Group

Payment Type Check, post (\$70)

Payment Method Check through other system (PSID RAPS)

Report Period Jan, 2020 (TAS2019)

Project Phase Initiation

Risk Level On Track

Monthly Update Project updates:

TAS finished week 14 of the planned 30 data collection weeks. Sample released in 2019 have achieved 65% completion rate (67% for the mixed-mode sample and 55% for the phone-only sample). Same-time completion for last wave of TAS in 2017 (phone-only) hovered around 52%. The target TAS 2019 RR is 89% by end of May (30 weeks) but some extension is likely (2017 required 39 weeks). The latest sample release was issued on 2/10 along with DM changes authorizing ePay method for token of appreciation as well as ""speeder"" interventions (a commitment

statement and process for terminating Rs with high missing rates / who hit ""next"" too many times without entering answers). Non-response follow up is in progress since January 8th. On the horizon: additional payments for new TAs and recons, end-game initiatives, and possibility of taking TAS offline for in-person non-response follow up.

Data collection / Sample:

As of 2/10 all TAS 2019 sample was released totaling n = 3005.

Staffing:

15 SSL interviewers (including TLs)

Technical system:

SSL reports having to do excessive number of sync resets. Recent MSMS update has exacerbated the problem.

Special Issues

Cost

Feb 29, 2020

Total Cost to Date (Direct + Indirect):	364,836.30
Estimated Cost at Completion (E\$AC):	1,058,221.44
Total Budget:	1,206,654.00
Variance (Budget minus E\$AC):	147,966.53
Reason For Variance:	Lower management cost, lower indirect charges.

Projections

Feb 29, 2020

Dollars Projected For Month:	122,955.43
Actual Dollars Used:	87,533.52
Variance (Projected minus Actual):	22,140.38
Reason For Variance:	Lower management cost and lower indirect charges.

Measures

	Units Complete	RR	HPI
Current Goal:	1774	.6	
Goal at Completion:	2675	.89	
Current actual:	1774	.58	
Estimate at Complete:	2675	.89	
Variance:			

Other Measures

Project Name	Video Communication Technologies in Survey Data Collection (VCT)					
Project Mode	Primary: Mixed Total of Modes: 3					
Project Type	Sponsored Projects		Project Status	Current		
Budget	Direct Budget:	241,958.00	Indirect Budget:	135,497.00 Total Budget: 377,455.00		
Principal Investigator/Client	Dr. Frederick G. Conrad (University of Michigan) Dr. Michael F. Schober (The New School)					
Funding Agency	National Science Foundation					
IRB	HUM#:	HUM00159711	Period Of Approval:	Exempt		
Project Team	Project Lead:	Andrew L Hupp				
	Budget Analyst:	Dean E Stevens				
	Production Manager:	Pooja Varma-Laughlin				
	Senior Project Advisor:	Nicole G Kirgis				
	Production Manager:					
	Production Manager:					
Proposal #:	no data					
Description:	<p>This research project will examine data quality, participation, respondent experience, and costs in two promising but not yet widely deployed survey modes that use off-the-shelf video technology and are less costly than face to face (FTF) interviews: video-mediated (VM) interviews (live two-way communication via platforms like Skype) and video self-administered (VS) interviews, in which video-recorded interviewers ask the questions and respondents answer by typing or clicking. This project will compare these measures of data quality and costs in VM and VS interviews carried out by the same professional interviewers and in conventional online (textual) self-administered questionnaires, asking the same survey questions to members of a representative sample who are randomly assigned to one of these three modes. Because VM is synchronous and "live" like face-to-face (FTF) interviewing, and VS is asynchronous and recorded but still projects a human face, the project's comparisons will provide new insights regarding how these decomposable aspects of human contact affect behavior and experience in surveys. The project's results will reveal the extent to which, and for whom, less costly interaction (live but remote vs. recorded) with an interviewer promotes engagement and data quality comparable to what is found in similar FTF interviews. More generally, the findings will address when and in what ways modern communication modes that reduce social presence and are less personal might be equal to or even more effective than FTF interaction. Findings from this project will provide valuable information relevant to the future of survey measurement and will be of interest to survey researchers in the Federal statistical system and other survey organizations.</p> <p>Even as survey data continue to be central to public policy and decision-making, survey measurement is challenged by declining response rates, increasing costs, declining trust in survey organizations, and rapidly changing communication habits among the public. Understanding how video technologies could fit into the future of survey data collection is important both because it may meet potential respondents "where they live" and because it may provide a significantly lower cost alternative to FTF interviewing. There is even the potential to reach some members of the public whose location makes FTF interviewing difficult or expensive, but who may well be able to participate in a video interview (e.g., people who live in remote rural areas or members of the military deployed overseas). In comparing data quality across these three survey modes, the project will quantify participation rates, connectivity problems, respondent compliance with the video interviewing protocol, conscientious responding (giving precise answers to numerical questions, thoughtfully differentiating answers), and disclosure of sensitive information. The project will measure the potential impact of individual interviewers, feelings of engagement with the interview, rapport with the interviewer, and respondent satisfaction. The project also will allow assessment of data collection costs across these modes. Access to and use of video technologies are not universal, and even among those with access some are willing to engage in video interaction while others are reluctant. The project will begin to address whether and how the effects of video technologies on survey data collection differ for participants with different levels of prior experience and preference for using the technologies.</p>					
SRO Project Period	09/2018 - 06/2020					
Data Col Period	08/2019 - 11/2019					
Security Plan	NA					
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: 10/29/2019 </td> <td style="width: 50%; vertical-align: top;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: </td> </tr> </table>				PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: 10/29/2019	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: 10/29/2019	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End:					

Other Project	Kallan Larsen - PSM MS Student
Team Members:	Ai Rene Ong - PSM PhD Student Tianheao Wang - PSM MS Student Kevin Jensen (TSG) - portal/Blaise programming Shanti Suresh, Matt Hanger, & Laura Yoder (TSG) - data management Kyle Goodman - MSMS set-up programming Jim Rodgers - MSMS consultation Brady West - Research Associate Professor, Survey Research Center Video Communication Technologies
Other Project Names:	
Sample Mgmt Sys	MSMS
Data Col Tool	Blaise 5
Hardware	Desktop; Other (Webcam, USB headset)
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group; Other (CloudResearch (TurkPrime))
Payment Type	Cash, prepaid (\$2); Other (ABS=\$2 giftcode -> prepaid; \$20/\$22 giftcode -> post)
Payment Method	Imprest Cash Fund from ISR Business Office; Other (TurkPrime (now CloudResearch))

Report Period	Jan, 2020 (VCT)	Project Phase	Implementing
Risk Level	<i>On Track</i>		
Monthly Update	<p>In January recruiting via CloudResearch was suspended, and we began using umhealthresearch.org (through MiCHR) as new recruiting source. We also turned off the recruit randomization to interviewers. Both of these changes have been beneficial to recruiting. We filled the original interviewing slots we had available in January and added additional hours which were also filled. Most of the MiCHR recruits show for their appointment, and the few that didn't rescheduled. We were able to complete 126 VM interviews in January. Recruitment was happening so quickly, and we don't know until an interview is completed what quota that case needs to be applied to, we over-filled some of the quotas. Kallan has adjusted the Qualtrics screener to screen those quota groups out. Most of the more than high school education quotas are now full, leaving the focus on the high school and less quota groups. There is some concern that we will be able to reach those quotas with this recruiting source. We will try in February and see what happens. We may need to try CloudResearch again to try and meet these quota groups.</p> <p>Kallan and Andrew continue to enter the appointments scheduled by recruits into MSMS. They also enter the payment information for the system to issue the giftcodes. Kallan and Andrew also worked on preregistration documentation with the research team. The team is pre-registering the project via OSF.</p> <p>ITS is prepared to deliver the final Blue Jeans dataset when data collection has concluded. We will notify them when we have finished. We have also projected their costs to the appropriate line, now that we know how they come through (we received their "bill" for the preliminary work.</p> <p>Shanti loaded the new sample when she returned from the holiday break and turned data management over to Neil and Matt as she transitions to SurveyTrak work. Neil has been delivering weekly data sets to help us with the quota and interviewer balancing (since we are no longer randomly assigning recruits to interviewers).</p> <p>Andrew and Kallan met with Dean to update cost projections. We have a small surplus projected for both funding sources. Beginning in January, interviewing (and associated) projections are on the MiCDA funding. Those funds need to be spent by the end of June. We cannot do a no cost time extension with those funds (we can with the NSF funds).</p> <p>We have more interviews than the original target. This is due to over filling some of the quota groups (across all three modes). We have approximately 120 VM interviews that we need to complete to meet our original target.</p>		
Special Issues			
Cost			
Feb 29, 2020	Total Cost to Date (Direct + Indirect):	291,833.49	
	Estimated Cost at Completion (E\$AC):	376,489.03	
	Total Budget:	377,455.00	
	Variance (Budget minus E\$AC):	965.97	
	Reason For Variance:	VM costs are on target. Interviewing time (and other associated costs, like ProdMgr) are projected on the MiCDA funds. There is currently a surplus projected of \$853.56. We have currently spent \$9,482.78 of the \$53,353.44.	

Projections
Feb 29, 2020

Dollars Projected For Month: 14,026.68
Actual Dollars Used: 9,779.65
Variance (Projected minus Actual): 4,247.03
Reason For Variance: Most of the variance is due to unused interviewing hours and costs projected for the work ITS will do (which they haven't been able to do yet). Those costs have been projected for February and moved to the MiCDA account.

Measures

	Units Complete	RR	HPI
Current Goal:	855	20%	
Goal at Completion:	855		
Current actual:	913	11.6%	
Estimate at Complete:	855		
Variance:			

Other Measures

Project Name	Women's Health Study (WHS)												
Project Mode	Primary: Web Total of Modes: 1												
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 19,912.00	Indirect Budget: 0.00	Total Budget: 19,912.00										
Principal Investigator/Client	William G. Axinn (SRC-SPE) Brady T. West (SRC-PSM)												
Funding Agency	PI Discretionary Funds												
IRB	HUM#: HUM00171241	Period Of Approval:	Exempt										
Project Team	Project Lead: Andrew L Hupp Budget Analyst: Production Manager: Senior Project Advisor: Gregg Peterson Production Manager: Production Manager:												
Proposal #:	no data												
Description:	<p>This feasibility pilot study will ask women ages 18-49, living in the United States, to complete a short web survey on women's health issues and fertility. The goal of the pilot is to test the presentation of a web-based event history calendar. An event history calendar is an approach that is designed to collect retrospective reports of events and the timing of their occurrences for reference periods that can range from several months to an entire life course. The primary aim of the event history calendar approach is to maximize the accuracy of autobiographical recall. The pilot study aims to collect 300 responses using an online panel vendor.</p> <p>A targeted U.S. sample of approximately 300 cases will be invited to participate in an online (web, using Blaise) survey. Upon completion of the survey, the participant will receive compensation in the amount agreed upon with the platform through which they entered the survey. This is usually a modest amount and is determined by the platform.</p> <p>An email invitation is sent to a targeted (based on demographics) group. The email contains a URL to a site maintained at the U-M. The first few survey questions determine if the participant is eligible (based on demographics). If eligible, they progress through the rest of the survey. If a person does not finish, there is no follow up; we do not collect contact information. A new participant is recruited instead.</p> <p>CloudResearch appends an ID to a generic survey URL provided by U-M. When a participant clicks the URL it passes the ID to the U-M (Blaise) survey. At the conclusion of the survey (either due to ineligibility or completion) the participant and ID are redirected (sent back) to CloudResearch. The survey data only resides at U-M. CloudResearch only has the URL and the ID they have assigned, no survey data. Each time the link is accessed a new record is created, so if anyone tried accessing the link they would never see any previous responses.</p>												
SRO Project Period	09/2019 - 12/2019												
Data Col Period	11/2019 - 11/2019												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start: 09/01/2019</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: 11/04/2019</td> <td>DC End: 11/04/2019</td> </tr> </table>			PreProduction Start: 09/01/2019	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start: 11/04/2019	DC End: 11/04/2019
PreProduction Start: 09/01/2019	Pretest Start:												
Pretest End:	Recruitment Start:												
Staffing Completed:	GIT Start:												
SS Train Start:	SS Train End:												
DC Start: 11/04/2019	DC End: 11/04/2019												
Other Project Team Members:	Blaise Programmer - Colette Keyser Data Manager - Jonathon Harrison Consultant - Nicole Kirgis Budget Analyst - Nancy Oeffner												

Other Project**Names:**

Sample Mgmt Sys NA
Data Col Tool Blaise 5
Hardware NA
DE Software N/A
QC Recording Tool N/A
Incentive Yes, Other (Determined by online platform)
Administration SRO Group; Other (CloudResearch (TurkPrime))
Payment Type Other (Determined by online platform)
Payment Method Other (Determined by online platform, varies, could be points, \$, etc.)

Report Period Jan, 2020 (WHS) **Project Phase** Closing
Risk Level On Track
Monthly Update No data collection occurred in January. We are waiting for a decision from the PIs to potentially collect additional interviews. If that is approved, we will be provided additional funds to collect those interviews.
Special Issues
Cost
Feb 29, 2020

Total Cost to Date (Direct + Indirect):	19,565.92
Estimated Cost at Completion (E\$AC):	19,565.92
Total Budget:	19,912.00
Variance (Budget minus E\$AC):	346.08
Reason For Variance:	It took slightly less effort than planned.

Projections
Feb 29, 2020

Dollars Projected For Month:	0.00
Actual Dollars Used:	0.00
Variance (Projected minus Actual):	0.00
Reason For Variance:	Since we are using PI discretionary funds, this project is not in CRS. The dollars projected are the dollars spent.

Measures			
	Units Complete	RR	HPI
Current Goal:	300	NA	NA
Goal at Completion:	300	NA	NA
Current actual:	403	NA	NA
Estimate at Complete:			
Variance:			

Other Measures