

Survey Research Operations

Monthly Project Report

Sponsored Projects

November 2019



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
 (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
 (MTF Web 2019) Monitoring the Future 2019 web
 (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 2019) Surveys of Consumer Attitudes
 (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 01/2019 - 10/2021
Data Col Period 09/2019 - 03/2021
Security Plan NA
Milestone Dates

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, Qi Zhu, Laura Yoder, Jim Rodgers

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 Nov, 2019 (AFHS) **Project Phase** Planning

Risk Level On Track

Monthly Update

- Task rules are now being set-up in MSMS
- Launch date has been confirmed as 1/21/20
- Test plan has been revised (give point above) with systems test to begin the week beginning 12/6 - to build up to a full protocol test during week of 12/16.
- Spanish text has been added to the questionnaire and the questionnaire has been tested by two bilingual IWERs.
- Spanish translations received from RSS has been submitted for Review by the SRO Spanish translation team.
- IRB submission (ENG only) has been reviewed - one change was requested to the consent forms. We have not yet received approval.
- Target date for submitting the SPN materials as an amendment is week beginning 12/9.
- SRO focus for the coming month will be; Testing, working with the vendor on formatting the paper surveys and other materials and specifying reporting needs.
- The next Project Review has been scheduled for 3/6/2020

Special Issues 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 **Total Cost to Date (Direct + Indirect):** 151,503.63

Nov 18, 2019 **Estimated Cost at Completion (E\$AC):** 2,382,558.00

Total Budget: 2,490,133.00

Variance (Budget minus E\$AC): 107,574.69

Reason For Variance: 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 **Dollars Projected For Month:** 467,111.86

Nov 18, 2019 **Actual Dollars Used:** 37,884.93

Variance (Projected minus Actual): 429,226.93

Reason For Variance: The projected costs included half the total cost for the work contracted out to the vendor DataForce. I am awaiting an invoicing schedule from DataForce so projections for their costs are not yet projected accurately.

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

Nov, 2019 (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 is currently in process.

On November 20 we heard from the PI, Maggie Hicken. She was working on the request for an administrative supplement from sponsor (NIMHD) -- and asked if she could get a second estimate for Raphael's "Leaner option 2" ballpark budget? She believes this will cut the cost down considerably and be closer to the sponsor's \$100k budget cap for administrative supplement.

The PI would like to prioritize all African Americans and then clustered priority for others:

n = 290

All NH Blacks (n = 230)

All Clustered Priority Non-NH Black (n = 60)

We have already mapped these cases for initial ballpark budget, but Raphael will consult with Maggie further so she has the updated information needed.

Maggie also plans to reach out through mail to those Rs who have completed the ACL6 interview but refused the

home visit for possible refusal conversion.

Lisa and the Proposal Group, with Raphael's input, started an outline of the new specifications and assumptions. A new budget is expected to be prepared by the first week of December.

Special Issues

On 10/24 we heard from the PI that while there are no formal limits, the Program Officer has generally seen supplements funded up to \$100k. SRO has been working with PI on updating the ACL6 Phase 2, decentralized (Reboot) ballpark estimate, given her research aims and these budgetary constraints.

See original ballpark estimate memo here:

\\Src-douvan\sro\projects\ACL6\02 Budget\Proposal Docs\Reboot Ballpark Estimate\18-0002R01S02 ACL6 Decentralized Reboot Ballpark Memo.pdf

Cost

Nov 22, 2019

Total Cost to Date (Direct + Indirect): 778,175.75
Estimated Cost at Completion (E\$AC): 778,603.65
Total Budget: 722,153.00
Variance (Budget minus E\$AC): -56,450.65
Reason For Variance: Please see Monthly Updates.

Projections

Nov 22, 2019

Dollars Projected For Month: -16,264.93
Actual Dollars Used: -1,768.64
Variance (Projected minus Actual): -14,496.29
Reason For Variance: Projections (expected credit) higher than actuals. In October we placed a bulk request to void incentive checks issued in April/May (\$13,920). We were expecting this credit, however, the Business Office has not processed request. We have moved this projected credit to November.

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**

MSMS

Data Col Tool

Blaise 5

Hardware

Laptop; [UM cell] Phone

DE Software

N/A

QC Recording Tool

Other (to be specified)

Incentive

Yes, R

Administration

SRO Group

Payment Type

Cash, prepaid (50)

Payment Method

Check through other system (MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS)

Report Period

Nov, 2019 (BFY)

Project Phase

Implementing

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

Project updates:

Age 1 re-interviewing is in week 22 out of 53 (Age 1 ending in June). Project's 14-day lagged response rate continues to improve from around 50% to 72% after increasing incentive from \$50 to \$100 to compensate for additional survey content and visit length (120 vs. 90). To address PI concerns with no-contact rate BFY mobilized 3 SRO OS, experienced locator/travelers to call and visit BFY Moms that are due to be interviewed in January/February, confirm addresses, and if necessary obtain information from CPs or FTF locating. The 1st wave of that effort has been carried out in November and the next trip is planned for December. This "outreach" team is helping local interviewers find hard-to-reach Moms that are due to be interviewed now. BFY is also currently hiring in NE, MN, and NOLA. We expect to meet hiring goals of 8 - 9 interviewers. Training is planned for January 18th - 24th. In the meantime travel continues to NE and NOLA to continue meeting study goals until new-hires are up and running. Budget for additional outreach and hiring has been presented and approved by the PIs. The planning for Age 2 is also in progress with development of Blaise kicking off in January.

Data collection / Sample:

Weekly goals and actual by site:

	Goal	Actual	+/-
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Overall	392	321	-71
Nebraska	105	86	-19
New York	107	104	-3
Minnesota	54	38	-16
Louisiana	126	93	-33

Staffing:

12 iwers in total
 NE: 1 (NH BFY Enrollment experience); hiring target: 4
 MN: 1 (Enrollment NH); hiring target: 2
 NY: 4 OS (3 with Enrollment experience); no hiring
 NOLA: 3 (2 Enrollment NH and 1 OS); hiring target: 2
 Travelers: 3 (OS, one with shared responsibility as a locator)
 Outreach team: 3 (OS, not trained as BFY interviewers)"

Technical system:

BFY is now focusing on updating the Midwave address update protocol to extend it to every month or every 3-month visits by the interviewers to update addresses and build rapport with respondents.

Finances: Additional budget for hiring and increased scope of R outreach has been approved by the PIs. The current budget does not yet include additions/projections for additional cost of the project as well as additional cost of hiring new interviewers. In October, the budget has been re projected by extrapolating work for Age 2 and Age 3 given experiences with Age 1 scope. We presented this projection to PIs to jointly figure out ways to bring the project cost under control. To entice recruitment and to prevent attrition, PIs approved a differential \$2 pay for the BFY interviewers.

Special Issues

Cost

Dec 31, 2019

Total Cost to Date (Direct + Indirect):	1,918,096.39
Estimated Cost at Completion (E\$AC):	6,614,284.37
Total Budget:	6,127,698.00
Variance (Budget minus E\$AC):	-486,586.37
Reason For Variance:	Overrun project has been presented to the Pis and reflected our assumptions about work/scope given additional Age 1 requests. Overrun may be modified if Age 2 scope revisions are reduced by PIs (decisions pending this fall).

Projections

Dec 31, 2019

Dollars Projected For Month:	111,321.85
Actual Dollars Used:	104,251.25
Variance (Projected minus Actual):	7,070.60
Reason For Variance:	Lower than projected staff hours and travel expenses.

Measures

	Units Complete	RR	HPI
Current Goal:	392	—	9
Goal at Completion:	900	—	9
Current actual:	321	—	11
Estimate at Complete:	900	—	10
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: 07/01/2019</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start: 01/15/2020</td> </tr> <tr> <td>Staffing Completed:</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:</td> </tr> </table>			PreProduction Start: 07/01/2019	Pretest Start:	Pretest End:	Recruitment Start: 01/15/2020	Staffing Completed:	GIT Start: 07/25/2020	SS Train Start: 07/27/2020	SS Train End: 07/31/2020	DC Start: 08/01/2020	DC End:
PreProduction Start: 07/01/2019	Pretest Start:												
Pretest End:	Recruitment Start: 01/15/2020												
Staffing Completed:	GIT Start: 07/25/2020												
SS Train Start: 07/27/2020	SS Train End: 07/31/2020												
DC Start: 08/01/2020	DC End:												
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	Nov, 2019 (Child First)	Project Phase	Initiation
Risk Level	On Track		
Monthly Update	<p>During November 2019, 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 and schedule; produced and distributed meeting notes. 		

- Reviewed and updated spending projections
- Updated cohort locating and interviewing schedule.
- Gathered information regarding video recordings.
- Prepared and delivered information regarding data formats and output from the Blaise software system.

Task 2: Sampling

- No effort this month

Task 3: Questionnaire Development

- No effort this month

Task 4: CAI Programming

- No effort this month

Task 5: Systems Programming

- No effort this month

Tasks 6, 7: Interviewer Recruitment & Hiring, Training

- No effort this month

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

- Trained toll-free operators
- Reconciled initial imprest cash for locating mailing. Procured imprest cash for December and beyond.
- Updated specifications for sample management system tasks and parameters. Prepared specifications for preload.
- Cleaned sample file, prepared mail merge for locating mailing.
- Applied labels, shipped initial locating mailing.
- Began preparation of December mailing.

Special Issues

Areas of Concern:

Scope Changes:

- The project is being extended by two months. SRO will prepare an estimate of spending for this extension.

The project team is investigating the cost of adding interviews or locating children at other homes. The new scope is not yet formally added to the work scope, but it being discussed.

Cost
Nov 19, 2019

Total Cost to Date (Direct + Indirect): 1,870.00

Estimated Cost at Completion (E\$AC): 1,145,992.00

Total Budget: 1,145,992.00

Variance (Budget minus E\$AC): 0.00

Reason For Variance: Projections are still being entered into CRS. The project will be managed to the available budget.

Projections
Nov 19, 2019

Dollars Projected For Month: 0.01

Actual Dollars Used: 1,890.00

Variance (Projected minus Actual): -1,890.00

Reason For Variance: Projections were not entered for the month due to the late availability of shortcodes.

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

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

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

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

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

Other Project Team Members: Donnalee Grey-Farquharson, Kathy LaDronka, William Lokers, 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 Nov, 2019 (C.A.R.E.) **Project Phase** Implementing

Risk Level *Some Concerns*

Monthly Update 11/2019
Programming and testing is continuing to streamline/refine the system.

The RR for the current sample (cold-calling) is ~14%.

Pilot 1 sample has still not been received – expected date is now Dec 2, 2019.

Main Data Collection sample was delivered to SRO on 11/25 for batch update (Day 1 in the revised protocol for main).
SRO delivered the sample to Accurint on the same day 11/25.

Special Issues

Cost

Oct 31, 2019	Total Cost to Date (Direct + Indirect):	209,659.83
	Estimated Cost at Completion (E\$AC):	942,922.80
	Total Budget:	1,034,833.00
	Variance (Budget minus E\$AC):	91,909.20
	Reason For Variance:	Programming and data management work that was budgeted is no longer a part of SRO's scope. Adjustments will be made to offset delays in production - this will reduce under-run.

Projections

Oct 31, 2019	Dollars Projected For Month:	56,296.14
	Actual Dollars Used:	40,296.41
	Variance (Projected minus Actual):	15,999.73
	Reason For Variance:	A second batch of sample (Pilot 1) that was expected was not delivered so less work by Iwers.

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
PreProduction Start: 10/15/2017	Pretest Start:													
Pretest End:	Recruitment Start: 11/01/2017													
Staffing Completed:	GIT Start:													
SS Train Start: 01/22/2018	SS Train End: 01/23/2018													
DC Start: 01/24/2018	DC End: 09/30/2019													
Other Project Team Members:	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	Nov, 2019 (ED-Stars Continuation)	Project Phase	Implementing
Risk Level	On Track		

Monthly Update

Currently 127 Case interviews and 289 Control interviews have been completed, for a total of 416 completed interviews. Overall RR is 77% for closed cases. Controls continue to have a higher RR than Cases (84% for Controls and 65% 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 155 unique cases (first attempters) and have completed 98. 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. Warning Signs has a high rate of Non-sample, as many teens deny an attempt once we contact them for an interview. Several of them state during their text message survey that they accidentally pressed the wrong button and there was no attempt. As a result, the PI asked us to code these as non-sample prior to even attempting an interview, stating that if they deny the attempt in the text message they will not endorse an attempt during a phone call. There been 4 cases who denied attempt at time of text message in the few weeks we had been asked to do this, but since then the PI has asked us to continue to attempt to interview them even though they denied attempt in the text message text field. DCC looked at this closer and noticed that of all of the completed cases, 2 had denied the attempt and continued with an interview endorsing an attempt. Study staff did not want to miss these cases. 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, but is now saying June/July 2020. We will continue to evaluate this in upcoming months.

Special Issues**Cost**

Nov 30, 2019

Total Cost to Date (Direct + Indirect):	537,424.53
Estimated Cost at Completion (E\$AC):	634,644.28
Total Budget:	529,284.00
Variance (Budget minus E\$AC):	5,776.72
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

Nov 30, 2019

Dollars Projected For Month:	19,209.37
Actual Dollars Used:	14,667.52
Variance (Projected minus Actual):	4,541.85
Reason For Variance:	Variance is due to staffing hours decrease due to lowered sample delivery. Shifts were reduced.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	1800		
Current actual:	415	79	2.96
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>												
<i>Pretest End:</i>	<i>Recruitment Start:</i>												
<i>Staffing Completed:</i>	<i>GIT Start:</i>												
<i>SS Train Start:</i>	<i>SS Train End:</i>												
<i>DC Start:</i>	<i>DC End:</i>												

Other Project Team Members:

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****Data Col Tool****Hardware****DE Software****QC Recording Tool****Incentive****Administration****Payment Type****Payment Method**

SurveyTrak; Illume
 Blaise 4.8; Illume
 Laptop; Tablet; [UM cell] Phone; Paper and Pencil
 Other (Custom Biospecimen Logging Application)
 Camtasia
 Yes, R
 SRO Group
 Check, post (\$20 (3-Month IW), \$20 (Biospecimen))
 Check through STrak RPay System

Report Period Nov, 2019 (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 is expected to start soon. Hospital/clinic site engagement, IRB approval and contract negotiations pending with the 2nd Covenant Hospital-affiliated clinic. The remaining hospital to come on board is in Port Huron (McLaren). Their legal department has the Material Transfer Agreement (MTA). MSU engagement team members will meet with clinic/hospital staff in December to firm up plans.

To date, 784 women have been recruited. Among those cases, 660 are still eligible and active in the study.

[Phase 2: 3-Month Data Collection]

Babies born: 545
 3-month sample released: 488
 3-Month Interviews Completed: 339
 Production HPI: 3.14 (latest HPI not available, due to new shortcodes and FPR updates needed)
 Average Attempts / lw: 7.2
 lw length: 30.95
 Response Rate: 71%

Special Issues

Cost

Nov 21, 2019	Total Cost to Date (Direct + Indirect):	65,401.38
	Estimated Cost at Completion (E\$AC):	483,295.26
	Total Budget:	471,539.00
	Variance (Budget minus E\$AC):	-11,756.26

Reason For Variance:

Per additional Y4 scope (i.e. expansion of biospecimen logging application to include ARCH in-person specimen and new MARCH ECHO specimen and possible Illume programming updates to add required ECHO National questions), we are currently projecting a small cost overrun. We met with Mike Elliott, the SRC PI and discussed this with him. He has since followed up with our client at MSU to determine strategy -- that is, to put in a request for Carry Forward funds or absorb in current budget. The PI believes it is too small to put in request, however, we are awaiting the study office's response. The budget also assumes current level of data management support moving forward.

Projections
Nov 21, 2019

Dollars Projected For Month:

41,422.83

Actual Dollars Used:

28,550.38

Variance (Projected minus Actual):

12,872.45

Reason For Variance:

We continue to monitor and adjust our projections for the Y4 budget based on scope of work.

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 Names:	EDC Program Evaluation
Sample Mgmt Sys	YCombinator Research Basic Income Study
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	Nov, 2019 (EDCPE)	Project Phase	Implementing
Risk Level	Some Concerns		
Monthly Update	11/2019 SRO received an infusion of ~600 cases which has boosted productivity. Another 600 is promised the first week of December and then 1200 around December 17th. The idea to increase gratuity by another \$50 for some cases is being tabled for now. Verification calling has still not started and the reasons for that are not quite clear. Consent QC is in full swing and is catching a few errors and helping us to clarify a few training points for Interviewers.		
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. Promised sample has not been received and this is reducing efficiency, productivity, affecting RR, and increasing projected costs.		
Cost			
Oct 31, 2019	Total Cost to Date (Direct + Indirect):	856,259.09	
	Estimated Cost at Completion (E\$AC):	2,232,593.87	
	Total Budget:	1,963,818.00	
	Variance (Budget minus E\$AC):	-268,775.87	
	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			
Oct 31, 2019	Dollars Projected For Month:	292,332.15	
	Actual Dollars Used:	169,300.00	
	Variance (Projected minus Actual):	123,032.15	
	Reason For Variance:	Hosting costs projected in October did not hit and those projections are moved to November.	

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	<table><tr><td>PreProduction Start:</td><td>01/01/2018</td><td>Pretest Start:</td><td>02/02/2018</td></tr><tr><td>Pretest End:</td><td>02/10/2018</td><td>Recruitment Start:</td><td></td></tr><tr><td>Staffing Completed:</td><td></td><td>GIT Start:</td><td>04/07/2018</td></tr><tr><td>SS Train Start:</td><td>04/09/2018</td><td>SS Train End:</td><td>04/14/2018</td></tr><tr><td>DC Start:</td><td>04/19/2018</td><td>DC End:</td><td>06/01/2019</td></tr></table>					PreProduction Start:	01/01/2018	Pretest Start:	02/02/2018	Pretest End:	02/10/2018	Recruitment Start:		Staffing Completed:		GIT Start:	04/07/2018	SS Train Start:	04/09/2018	SS Train End:	04/14/2018	DC Start:	04/19/2018	DC End:	06/01/2019
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Pretest End:	02/10/2018	Recruitment Start:																							
Staffing Completed:		GIT Start:	04/07/2018																						
SS Train Start:	04/09/2018	SS Train End:	04/14/2018																						
DC Start:	04/19/2018	DC End:	06/01/2019																						
Other Project Team Members:	Sharon Parker (Production Management Coordinator), Andrea Sims (Production Manager), Derek Dubuque (Production Manager), Russ Stark (SSL Production Manager), Tony Romanoski (Respondent Contact Coordinator), Dan Tomlin (Project Manager), Lisa deRamos (Project Manager), Daniah Buageila (Lead Project Assistant), Janet McBride (Project Assistant), Anna Fuqua-Smith (Project Assistant), Jeannie Baker (Project Assistant).																								
Other Project Names:																									
Sample Mgmt Sys	SurveyTrak; MSMS																								
Data Col Tool	Blaise 5; SAQ																								
Hardware	Laptop; [UM cell] Phone; Paper and Pencil; Other																								
DE Software	NA																								
QC Recording Tool	NA																								
Incentive	Yes, R; Yes, INF																								
Administration	NA																								
Payment Type	Check, prepaid (80.00); Cash, post (20.00)																								
Payment Method	Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox)																								

Report Period	Nov, 2019 (HRS 2018)	Project Phase	Closing
Risk Level	On Track		
Monthly Update	<p>HRS 2018: During month of November focus was on whole blood draw data collection. Whole blood draw data collection will continue through December 2019 due to the delay caused by change in vendors.</p> <p>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</p>		

wrapped up 10/12/19. Staff has been conducting additional analysis at the household level and in comparing to the 2016 Pre-ID LBB effort. Cost to complete is estimated at \$990,083.87 which is \$44,408.87 above the funds that have been allocated by HRS project staff.

Special Issues

Cost

Oct 01, 2019

Total Cost to Date (Direct + Indirect):	18,209,952.30
Estimated Cost at Completion (E\$AC):	18,142,194.47
Total Budget:	18,139,654.00
Variance (Budget minus E\$AC):	-2,540.47

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 will extend through 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

Oct 01, 2019

Dollars Projected For Month:	29,331.41
Actual Dollars Used:	27,896.23
Variance (Projected minus Actual):	1,435.18

Reason For Variance:

Projected an under-run of \$29,331.41 for the month of October to account for check voids. Actual voids came in at \$27,896.23. MPR does not allow a negative number in the Dollars Projected For Month field or the Actual Dollars used field. Respondent checks voids were slightly lower than projected.

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
PreProduction Start: 01/01/2019	Pretest Start: 11/11/2019												
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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), Dan Tomlin (Project Manager), Leah Roberts (Training Coordinator), Daniah Buageila (Lead Project Assistant), Anna Fuqua-Smith (Project Assistant), Janet McBride (Project Assistant)												
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 (Data Force 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	Nov, 2019 (HRS 2020)	Project Phase	Planning										
Risk Level	Some Concerns												
Monthly Update	<p>During the month of November, the team focused on technical development, training coordination, and pretest training and pretest data collection. Pretest data collection is scheduled November 11-23 with debriefing call November 25th. In addition to pretest, we will be asking a sub-set of pretesters to complete Spanish mock interviews to gather feedback for production. TL/PC training is scheduled for January 2020. Main training is scheduled for February 2020 with production beginning March 2, 2020.</p>												
Special Issues													

Cost
Oct 01, 2019

Total Cost to Date (Direct + Indirect): 586,232.49
Estimated Cost at Completion (E\$AC): 16,598,852.81
Total Budget: 16,267,431.00
Variance (Budget minus E\$AC): -331,151.81
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 is \$331k.

Projections
Oct 01, 2019

Dollars Projected For Month: 29,709.04
Actual Dollars Used: 7,290.27
Variance (Projected minus Actual): 22,418.77
Reason For Variance: Staff hours were under projections due to out of office time and effort needed for the HRS EgenX project and other ancillary studies. In addition, costs related to travel on pretest have not yet hit. Hours and travel projections have been pushed forward into future months.

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
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													
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	Nov, 2019 (H&WB)	Project Phase	Planning
Risk Level	On Track		
Monthly Update	<p>We received IRB approval on 11/25. All English instruments have been programmed, tested and cleared for pretest. Our interviewers will begin conducting interviews in English the week after Thanksgiving. We plan to complete 25 main and informant interviews during pretest. Ten interviews will be done in English and 15 in Arabic.</p> <p>Programming and testing for the Arabic instruments is ongoing. Arabic training will take place on 12/15 at SRO offices in Perry Building. After training, interviewers will be cleared to conduct interviews in Arabic.</p> <p>English pretest training took place on 11/3 in Ann Arbor and 11/8 through 11/11 in Dearborn. Four interviewers</p>		

participated and successfully certified in all components of the D-AMP interview.

Special Issues

Recruitment budget was low on the project because the research team had said they would identify and refer applicants for the interviewer position. However, this has not been the case. So far, only four interviewers have been hired for pretest and the hours budgeted for recruiting have already been spent. We still need to hire an additional 25 interviewers for main data collection.

The main interview, which includes an interview component, physical measures, cognitive assessments and saliva collection is budgeted at 120 minutes. We will monitor the time that it takes to complete an interview during pretest, which will not include saliva collection. However, during informal testing, the cognitive assessments alone can last up to an hour and 20 minutes, and the interview can also be over an hour.

Cost Nov 18, 2019

Total Cost to Date (Direct + Indirect):	392,177.04
Estimated Cost at Completion (E\$AC):	2,277,552.52
Total Budget:	2,145,793.00
Variance (Budget minus E\$AC):	-131,759.52
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 still accurate.

Projections Nov 18, 2019

Dollars Projected For Month:	80,239.20
Actual Dollars Used:	105,049.67
Variance (Projected minus Actual):	-24,810.47
Reason For Variance:	Variance is due to additional hours for programmers who were brought in to help out with the cognitive assessments, the physical measures and translation programming. SSA and SSI members of the D-AMP management team also charged more hours than were projected, because of work done during pretest training and instrument testing.

Measures

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

Other Measures

Project Name Housing & Children (HCDC, H&C)

Project Mode Primary: Face to Face Total of Modes: 1

Project Type Sponsored Projects **Project Status** Current

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

Principal Investigator/Client

Funding Agency

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

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

Proposal #: no data

Description:

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

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

SRO Project Period 04/2016 - 02/2020

Data Col Period 05/2017 - 09/2018

Security Plan NA

Milestone Dates

PreProduction Start: 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: 04/13/2020

SS Train End: 05/18/2017

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	Nov, 2019 (HCDC, H&C)	Project Phase	Implementing
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Risk Level	<i>Some Concerns</i>
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Monthly Update	<p>During November 2019, 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. Prepared project budget by task for SRO team; updated scope statement and initial project timeline. Prepared a PowerPoint presentation and held a kickoff meeting for SRO staff members working on the Wave 2 data collection Responded to administrative questions from the UM IRB. Prepared for and responded to questions during the IRB full board meeting. Adjusted final data deliverables to correct for duplicate Dallas Voucher case, mis-assignments of treatment/control status for 21 cases. Held meeting to review Wave 1 sample management system design. Updated sample management system specifications for Wave 2 design. Reviewed and updated design for Wave 2 contact observations. <p>Task 2: Sampling</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> Worked on technical reports. Prepared PowerPoint slides for discussion of Wave 1 weights. Conducted meeting on Wave 1 weights. Submitted participant addresses to Accurant for locating. <p>Task 3: Questionnaire Development</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> See Task 1 Management for work performed by management staff. Reviewed inventory of study supplies; began moving supplies to the Ann Arbor office for cleaning, maintenance, and kitting. Checked Wave 1 study equipment for operational status. Finalized kit design for Wave 2. Requested bid from kitting vendor. Prepared materials for December panel mailing. Began checking address updates and updating final mailing file. Tested post-interview observations, child interview. Updated Hearts & Flowers per specification from research team. Researched and updated table of Child height, weight, waist and hip measurements. Received Child Care provider list received from research team. Compared list to Wave 1 to eliminate duplicates and assign identification numbers to new entries. Began to format for use by survey software. <p>Task 4: CAI Programming</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> Interative testing/programming fixes to Child and PCG Post-Interview observations. Began programming updates to PCG interview. <p>Task 5: Systems Programming</p> <p>% Task Spent to date</p> <ul style="list-style-type: none"> Began preparation of testing laptops for project team. Reviewed logging program specifications. Prepared initial locating program. Revised specifications based on project team feedback. <p>Tasks 6, 7: Interviewer Recruitment & Hiring, Training</p> <p>% Task Spent to Date</p>
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- Created postings for new hires (interviewers).
- Worked to establish contract with recruitment vendor.
- Began 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

- No effort this month

Task 9: Post Collection Processing

% Task Spent to Date

- Prepared Stata versions of updated Wave 1 deliverables.

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):

SRO staffing is a concern, with key staff members unable to work the fractions budgeted due to other assignments. This puts the project at some risk, as some milestones are not being met.

Wave 2

- 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 and the addition of a household screener/exit interview may exceed the budget, which assumed only 25% programming change between Waves.
- High interviewer attrition at Wave 1 and 1 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
Dec 31, 2019

Total Cost to Date (Direct + Indirect):	9,031,999.00
Estimated Cost at Completion (E\$AC):	11,871,974.00
Total Budget:	11,843,058.00
Variance (Budget minus E\$AC):	-28,916.00
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
Dec 31, 2019

Dollars Projected For Month:	57,874.00
Actual Dollars Used:	39,781.00
Variance (Projected minus Actual):	18,093.00
Reason For Variance:	Members of the project team are not spending hours projected, primarily due to the number of projects to which people are assigned at present. In addition, a key staff member (1 FTE) was assigned to another project during the month, and has not yet been replaced.

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

Other Measures

Project Name HRS 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	Nov, 2019 (HRS Actigraphy Pilot)	Project Phase	Closing
Risk Level	On Track		
Monthly Update	November was almost entirely directed towards results processing and mailing of results to Rs. Additional work included some follow-up calling on cases where devices are still missing.		
Special Issues	N/A		
Cost			
Oct 31, 2019	Total Cost to Date (Direct + Indirect):	69,326.05	
	Estimated Cost at Completion (E\$AC):	75,802.48	
	Total Budget:	74,410.00	
	Variance (Budget minus E\$AC):	-1,392.48	
	Reason For Variance:	Project management hours have been higher than expected for the processing of device results.	
Projections			
Oct 31, 2019	Dollars Projected For Month:	12,059.10	
	Actual Dollars Used:	7,737.41	
	Variance (Projected minus Actual):	4,321.69	
	Reason For Variance:	Payments (check cashing) have not yet been processed per our original projections as many checks have not been sent due to the slow operation of results processing.	

Measures	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	250	78%	
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%;"> <tr> <td>PreProduction Start: 05/01/2019</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:</td> <td>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	Nov, 2019 (CAMS 2019)	Project Phase	Implementing
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Risk Level	Some Concerns
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Monthly Update	General summary for November CAMS activities:
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- Logging
- Initial reminder/thank you postcard mailing was sent to respondents
- The third (and final) questionnaire mailing was assembled and sent to respondents
- Thank you card mailings will continue as completes come in.

Note: RR is at about 50% right now, which is about 8% behind where we expected it to be this week compared to the same week in 2017.

Special Issues

N/A

Cost

Oct 31, 2019

Total Cost to Date (Direct + Indirect): 375,676.17**Estimated Cost at Completion (E\$AC):** 415,127.43**Total Budget:** 415,183.56**Variance (Budget minus E\$AC):** 56.13**Reason For Variance:**

Variance is negligible and project is on track to complete at or close to total budget.

Projections

Oct 31, 2019

Dollars Projected For Month: 90,970.15**Actual Dollars Used:** 74,394.19**Variance (Projected minus Actual):** 16,575.96**Reason For Variance:**

Projected outside printing and postage were lower than expected but will be moved forward. There was some slight variation in the respondent / subjects line for payments which will carry into future months as Rs cash their checks. We also needed to order more project supplies during November, so those expenses will hit in November, but we won't see those until December's cost report.

Measures

	Units Complete	RR	HPI
Current Goal:	5778	66.4%	
Goal at Completion:	5778	66.4%	
Current actual:	4073	50.0%	
Estimate at Complete:		66.4%	
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 Nov, 2019 (HRS - LHMS Spring 2019) **Project Phase** Closing

Risk Level On Track

Monthly Update Logging of incoming questionnaires continued through the month, albeit at a very low level. The project received data from DataForce, and transferred that data to the research team.

Looking forward, the last shipment of questionnaires to DataForce will take place in early November.

Special Issues

Cost
Dec 31, 2019

Total Cost to Date (Direct + Indirect):	507,971.00
Estimated Cost at Completion (E\$AC):	572,949.00
Total Budget:	691,201.00
Variance (Budget minus E\$AC):	118,252.00
Reason For Variance:	The anticipated underrun is due to significantly lower than anticipated response rates.

Projections
Dec 31, 2019

Dollars Projected For Month:	22,640.00
Actual Dollars Used:	13,631.00
Variance (Projected minus Actual):	9,009.00
Reason For Variance:	The project incurred lower than anticipated costs as the project team members moved to other assignments. In addition, invoicing by the vendor was lower than anticipated due to low response rates.

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

Other Measures

Project Name	HRS Neuroimaging Pilot (HRS-Neuro)																								
Project Mode	Primary: Telephone		Secondary: Face to Face		Total of Modes: 2																				
Project Type	Sponsored Projects			Project Status	Current																				
Budget	Direct Budget:	169,363.00	Indirect Budget:	16,938.00	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:	04/2018-04/2019																					
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	Nov, 2019 (HRS-Neuro)	Project Phase	Implementing
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Risk Level	Some Concerns
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Monthly Update	[Project Status] Remains in "Some Concerns" status.
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[Data Collection Yield & Production Schedule] Monthly site volume has continued to fall short of stated capacity

(stated capacity = 10-11 appointments across all three sites; actual results have not exceeded 2-3 participants/month). Updated production projections suggest that unless monthly site volume increases to presumed capacity, data collection will either need to be significantly extended or the project will fall short of its goals. A monthly project meeting was devoted to discussing strategies and naming specific barriers to determine what is in the project's control to affect. Key issues: (1) Two sites are receiving fewer imaging appointment slots than expected, leading to intermittent stoppages of sometimes a month or more (exploring certifying additional scanners); (2) All sites interested in receiving additional sample.

[Intervention - Additional Sample] Investigator would like to release additional sample into the study, approximately doubling the sample from ~220 to ~450. This will represent a meaningful increase in workload for SRO, in terms of data collection staff effort as well as management effort; updated staff projections will be needed. Further, SRO outlining potential impacts of a larger sample pool, inc. impact on HRS 2020 / HCAP 2020 data collections, and potential risk to relationships with HRS panel members due to sometimes delayed follow-up by site teams.

[Budget] Updated projections resulting in projected overrun above assume (1) data collection will end in September/October, 2020 and (2) current sample volume of ~220 total respondents. Project budget will be revisited once details of additional sample release have been firmed up.

[Protocols + IRB (UM)] No IRB items pending.

Special Issues

- (1) [Ongoing, Updated] Determining appropriate effort / yield when relying on self-managing partner sites over whose practices and operations we have little-to-no leverage
- (2) [New] Ensuring SRO resources (management, field staff) are available to support additional sample
- (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

Oct 31, 2019

Total Cost to Date (Direct + Indirect): 152,949.49
Estimated Cost at Completion (E\$AC): 221,374.95
Total Budget: 186,301.00
Variance (Budget minus E\$AC): -35,073.95
Reason For Variance: SRO projections updated in August, 2019 to reflect an expected extension of the data collection period (see 08/2019 MPR entry for details).

Further discussion on timing of delivery of additional funds pending.

Projections

Oct 31, 2019

Dollars Projected For Month: 8,109.23
Actual Dollars Used: 7,195.61
Variance (Projected minus Actual): 913.62
Reason For Variance: N/A; October, 2019 variance quite minor.

Measures

	Units Complete	RR	HPI
Current Goal:	105	65%	1.0
Goal at Completion:	[pending]	[pending]	[pending]
Current actual:	16	22.2%	1.3
Estimate at Complete:	[pending]	[pending]	[pending]
Variance:	[pending]	[pending]	[pending]

Other Measures

As of 11/26/2019:
 [SRO Recruitment Rate - Goal] - 90.0%
 [Projected SRO Recruitment Rate] - 66.7% (66 recruited / 99 finalized); 33 non-final
 [Projected Completion / Scan Rate] 22.2% (16 completed / 72 finalized across recruitment & scanning phases).

Project Name	HRS Off Year Mail Survey 2019 (OYMS 2019)													
Project Mode	Primary: Mail Total of Modes: 1													
Project Type	Sponsored Projects		Project Status	Current										
Budget	Direct Budget:	557,510.00	Indirect Budget:	200,703.00 Total Budget: 758,213.00										
Principal Investigator/Client	David Weir (ISR/SRC) Helen Levy (ISR/SRC) Jacqui Smith (ISR/SRC)													
Funding Agency														
IRB	HUM#:	Period Of Approval:												
Project Team	Project Lead:	Daniah Buageila												
	Budget Analyst:	Grace Tison												
	Production Manager:													
	Senior Project Advisor:	Nicole G Kirgis												
	Production Manager:	Jennifer C Arrieta												
	Production Manager:													
Proposal #:	no data													
Description:	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.													
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="padding: 5px;">PreProduction Start:</td> <td style="padding: 5px;">Pretest Start:</td> </tr> <tr> <td style="padding: 5px;">Pretest End:</td> <td style="padding: 5px;">Recruitment Start:</td> </tr> <tr> <td style="padding: 5px;">Staffing Completed:</td> <td style="padding: 5px;">GIT Start:</td> </tr> <tr> <td style="padding: 5px;">SS Train Start:</td> <td style="padding: 5px;">SS Train End:</td> </tr> <tr> <td style="padding: 5px;">DC Start:</td> <td style="padding: 5px;">DC End:</td> </tr> </table>				PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start:	DC End:
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:	Programmer: Ashwin Dey Data Manager: TBD Project Assistant: Janet McBride, Debra Heier													
Other Project Names:	OYMS													
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	Nov, 2019 (OYMS 2019)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	The second LHMS mailing and the initial HS mailing went out. LHMS follow-up calling started on 11/22/19. We are preparing for the LHMS thank you/reminder postcard mailing, and the second HS mailing. We created the HS SAQ schema and sent it to the PI for review.		
Special Issues			

Cost
Oct 31, 2019

Total Cost to Date (Direct + Indirect): 455,733.48
Estimated Cost at Completion (E\$AC): 741,219.84
Total Budget: 758,213.00
Variance (Budget minus E\$AC): 16,993.16
Reason For Variance: Respondent tokens were requested and processed later than expected.
 Bi-weekly staff hours will hit in October.

Projections
Oct 31, 2019

Dollars Projected For Month: 611,368.13
Actual Dollars Used: 455,733.48
Variance (Projected minus Actual): 155,634.65
Reason For Variance: Mailings, follow-up calling, and logging started later than expected.
 Bi-weekly staff hours will hit in November.

Measures

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

Other Measures

Project Name	Monitoring the Future 2019 web (MTF Web 2019)				
Project Mode	Primary: Web Total of Modes: 1				
Project Type	Sponsored Projects	Project Status	Current		
Budget	Direct Budget: 413,377.00	Indirect Budget: 229,106.00	Total Budget: 642,483.00		
Principal Investigator/Client	John Schulenberg (UM-SRC)				
Funding Agency					
IRB	HUM#: HUM-0013R02	Period Of Approval:	In continuing review		
Project Team	Project Lead: Donnalee Ann Grey-Farquharson Budget Analyst: Christine Evanchek Production Manager: Senior Project Advisor: Gina-Qian Yang Cheung Production Manager: Production Manager:				
Proposal #:	no data				
Description:	<p>This project is a continuation of MTF Illume Web 2018. The new budget has been combined with previous to allow for "additional funding" of the continuing portion and includes some development/programming work for 2020.</p> <p>SRO will program and test six new survey versions, all will be programmed in Illume. After testing is complete, SRO will launch the 2019 Web survey data collection with an estimated sample size of 5,600 cases identified by the Principal Investigator who will deliver the contact information including e-mail address to SRO. The Web survey data collection will replace aspects of the standard mail-based data collection. Both the separately funded Winter Location calling effort and Non-Response follow-up calling will include this sample – with the calling effort being integrated with the standard MTF activities.</p> <p>This budget assumes an overall SRO involvement period of 12 months commencing in January 2019 with the data collection taking place during a 5-month period, beginning April of 2019. The total cost for this work is estimated at \$253,961 (\$162,796 direct, \$91,165 indirect), budgeted at the currently negotiated on-campus recovery rate of 56%.</p>				
SRO Project Period	01/2019 - 12/2019				
Data Col Period	04/2019 - 10/2019				
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:	Gina-Qian Yang Cheung, Donnalee Grey-Farquharson, Hueichun Oeng, Lloyd Hemingway, Shaowei Sun, Laura Yoder, Timothy Wright, Peter Sparks, Ashwin Dey				
Other Project Names:	MTF Illume Web 2019				
Sample Mgmt Sys	SMS; Web SMS; Illume				
Data Col Tool	NA				
Hardware	NA				
DE Software	NA				
QC Recording Tool	NA				
Incentive	Yes, Other (Managed by SRC Study Staff)				
Administration	NA				
Payment Type	N/A				
Payment Method	N/A				

Report Period	Nov, 2019 (MTF Web 2019)	Project Phase	Closing
Risk Level	On Track		
Monthly Update	11/2019		

Programming and testing of the new forms is continuing. The current budget ends December 31, 2019 and the proposal group is in the process of creating scope documents for 2020 data collection. SRO is currently working on data deliverables.

Special Issues

Cost		
Oct 31, 2019	Total Cost to Date (Direct + Indirect):	532,704.68
	Estimated Cost at Completion (E\$AC):	582,498.10
	Total Budget:	642,483.00
	Variance (Budget minus E\$AC):	59,984.90
	Reason For Variance:	Programming hours delayed

Projections		
Oct 31, 2019	Dollars Projected For Month:	33,513.49
	Actual Dollars Used:	25,272.47
	Variance (Projected minus Actual):	8,241.02
	Reason For Variance:	Some programming and testing delayed into November

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>PreProduction Start: 03/01/2011</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start: 06/01/2011</td> </tr> <tr> <td>Staffing Completed: 08/17/2011</td> <td>GIT Start: 09/13/2011</td> </tr> <tr> <td>SS Train Start: 09/15/2011</td> <td>SS Train End: 09/19/2011</td> </tr> <tr> <td>DC Start: 09/20/2011</td> <td>DC End: 09/07/2019</td> </tr> </table>				PreProduction Start: 03/01/2011	Pretest Start:	Pretest End:	Recruitment Start: 06/01/2011	Staffing Completed: 08/17/2011	GIT Start: 09/13/2011	SS Train Start: 09/15/2011	SS Train End: 09/19/2011	DC Start: 09/20/2011	DC End: 09/07/2019
PreProduction Start: 03/01/2011	Pretest Start:													
Pretest End:	Recruitment Start: 06/01/2011													
Staffing Completed: 08/17/2011	GIT Start: 09/13/2011													
SS Train Start: 09/15/2011	SS Train End: 09/19/2011													
DC Start: 09/20/2011	DC End: 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	Nov, 2019 (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
Dec 31, 2019**

Total Cost to Date (Direct + Indirect): 44,370,538.72
Estimated Cost at Completion (E\$AC): 44,825,958.74
Total Budget: 41,101,388.47
Variance (Budget minus E\$AC): 300,559.26
Reason For Variance: *Will add to this field as costs are finalized.* The total NSFG budget with all approved contract mods is actually \$46,018,517.00. Additional workscope, higher than anticipated HPI, higher yield, higher interviewer attrition, increased travel, increased hiring and training have all led to increased costs. NCHS is providing additional funding in the spring of 2019 to cover the projected overrun as well as to increase interview yield in the final two quarters of the contract. Additionally, new interviewers will be recruited and trained in order to carry out the additional interviewing and to account for increased attrition.

**Projections
Dec 31, 2019**

Dollars Projected For Month: 56,131.51
Actual Dollars Used: 48,897.91
Variance (Projected minus Actual): 7,233.60
Reason For Variance: ** Final November costs have not all hit the project. Will update this as soon as they are available. **

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><tr><td>PreProduction Start:</td><td>05/01/2018</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>02/19/2019</td></tr><tr><td>SS Train Start:</td><td>02/17/2019</td><td>SS Train End:</td><td>02/26/2019</td></tr><tr><td>DC Start:</td><td>02/28/2019</td><td>DC End:</td><td>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) (PS																								

Report Period	Nov, 2019 (PSID19)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	The project needs to observe End Game and End of Year boosts similar to recent waves' in order to meet goals by our December 31st end date. As of the writing of this report (11/26/19) there are signs that the End Game may not be producing the anticipated yield. This may be due to the implementation of the Early Bird and Middle Bird (aka Special		

Summer Offer) earlier in the wave. Virtually all Rs still un interviewed were offered a token amount equal or close to the End Game offer earlier in the field period and refused/ignored it. Because production on certain New Immigrant sample groups is significantly lagging, other, easier groups would need to exceed goal for us to hit our overall target.

Interventions launched in November:

11/13: Iwer Gift Mailed (Mug and Brownie--funded by PI's discretionary account)

Gift also distributed to SRO staff working on the PSID Suite.

11/15 End Game Launched \$150/\$300 Postcards sent and electronic and verbal messaging began. Note: New IMM S/Os also raised to \$300

Special Issues

Cost

Oct 31, 2019

Total Cost to Date (Direct + Indirect): 6,203,250.65

Estimated Cost at Completion (E\$AC): 7,515,205.84

Total Budget: 7,562,362.00

Variance (Budget minus E\$AC): 47,156.16

Reason For Variance:

We had been projecting an overrun since Nov 2018. With our October cost report projection updates, we dropped interviewer hours to reflect the lower HPI we're now predicting (and to better match the interviewer hours we have available after consolidation and transitions of staff to other projects). Consequently, our projected overrun became an underrun.

A final estimated HPI of 7.73 is now reflected in the projections. We may need to slightly increase iwer projections again next month.

Projections

Oct 31, 2019

Dollars Projected For Month: 374,554.32

Actual Dollars Used: 357,523.95

Variance (Projected minus Actual): 17,030.37

Reason For Variance:

Many salary costs came in lower than projected in October, particularly management and coding.

Measures

	Units Complete	RR	HPI
Current Goal:		82%	7.63
Goal at Completion:	9,750	89%	8.02
Current actual:	9,011	83%	7.60
Estimate at Complete:	9,750	89%	8.02
Variance:	0	0	0

Other Measures

Data are through wk 39. Current RR Goal and HPI Goal are 2017 actuals.

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:	<p>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).</p> <p>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.</p> <p>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.</p>																								
SRO Project Period	01/2019 - 03/2020																								
Data Col Period	10/2019 - 12/2019																								
Security Plan	NA																								
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>05/01/2019</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>11/18/2019</td><td>SS Train End:</td><td>11/18/2019</td></tr><tr><td>DC Start:</td><td>10/22/2019</td><td>DC End:</td><td>12/31/2019</td></tr></table>					PreProduction Start:	05/01/2019	Pretest Start:		Pretest End:		Recruitment Start:		Staffing Completed:		GIT Start:		SS Train Start:	11/18/2019	SS Train End:	11/18/2019	DC Start:	10/22/2019	DC End:	12/31/2019
PreProduction Start:	05/01/2019	Pretest Start:																							
Pretest End:		Recruitment Start:																							
Staffing Completed:		GIT Start:																							
SS Train Start:	11/18/2019	SS Train End:	11/18/2019																						
DC Start:	10/22/2019	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 RPav)																								

Report Period	Nov, 2019 (PSID 2019 Full Pilot)	Project Phase	Implementing
Risk Level	Some Concerns		
Monthly Update	<p>Web data collection continued successfully. Interviewer training was held 11/18/19 and interviewer calling launched 11/22 (on the Mixed Mode sample only). System development remains a challenge. Ringfence calling launched the evening of 11/25/19 and was launched online, pooled. The PIs were notified 11/22/19 that SRO's development of concurrent mode offline capabilities hit a snag as merge rules aren't running successfully against the PSID or HRS</p>		

instrument. Offline will be reconceptualized using the check-in/check-out design.

Given the late start to iwer work on the project, it's likely that our RR and yield (especially of Ringfence interviews) will be suppressed.

Special Issues

Cost
Oct 31, 2019

Total Cost to Date (Direct + Indirect): 213,092.73
Estimated Cost at Completion (E\$AC): 317,400.26
Total Budget: 327,745.00
Variance (Budget minus E\$AC): 10,344.74
Reason For Variance: Our projected underrun grew. Many salary costs came in lower than projected last month and future, projected costs were also somewhat lowered.

Projections
Oct 31, 2019

Dollars Projected For Month: 52,536.14
Actual Dollars Used: 40,136.38
Variance (Projected minus Actual): 12,399.76
Reason For Variance: Salary costs came in slightly low across many roles.

Measures

	Units Complete	RR	HPI
Current Goal:			
Goal at Completion:	200	80%	
Current actual:	113	45.4%	
Estimate at Complete:	187	75%	
Variance:	-13	-5	

Other Measures

Iwer effort began, but I don't yet have an HPI available. HPI is also not a very relevant metric for this study. Most of the calling will be reminder calling and will yield Web iws, not CATI.

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												
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												
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	Nov, 2019 (CDS-19)	Project Phase	Implementing										
Risk Level	Some Concerns												
Monthly Update	Stats as of 12/1 FPR: Coverscreen - 1,434 completes (2,644 lines) PCG - 229 completes (1,438 lines) Child - 436 completes (2,760 lines) Other adult - 93 completes (1,194 lines)												
	Submitted IRB amendment with Spanish materials on 11/14. Received approval on 11/25. Began Spanish interviewing												

on 11/29. Released CS instrument & Phone PCG instrument. No FTF blocks ready for production--still testing with planned December release. Held Phone Child instrument since Spanish IVR not yet ready.

77 iwers staffed on project.

November sample releases:

11/21 - PSID Release #3 (English, Non-TAS): N=67

11/25 - PSID Release #1-3 Spanish: N=140

11/25 - PSID Release #1 Concurrent TAS: N=347

11/25: PSID Release #1 TAS Flag mistake: N=56

Need to finish review of Release #2-3 Concurrent TAS. Need to finalize process for releasing TAS completes. Need to finalize split-off process.

MSMS Verifications began on ~11/21. WebLog for reminder calls still in development.

Need to finalize SSL follow-up protocol--awaiting PI feedback.

Time diary coding and entry manager assigned.

Special Issues

Iwer attrition & effort -- working on retention bonus; Not meeting production goals -- advising iwers on how to best work sample, creating as many trips as possible, & releasing more sample

Cost

Oct 31, 2019

Total Cost to Date (Direct + Indirect): 2,615,829.26

Estimated Cost at Completion (E\$AC): 8,965,497.02

Total Budget: 8,965,959.00

Variance (Budget minus E\$AC): 461.98

Reason For Variance: Minor variance - moving underrun to MDC Travel (underrun has decreased due to increased field iwer rate based on current staff, increased survey tech hours for assembly, increased management, reduced training travel costs)

Projections

Oct 31, 2019

Dollars Projected For Month: 992,940.03

Actual Dollars Used: 801,653.83

Variance (Projected minus Actual): 191,286.20

Reason For Variance: Minor variance

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 Nov, 2019 (WMH-Qatar) **Project Phase** Implementing

Risk Level On Track

Monthly Update 1. Reviewed and provided a list of questions and missing data to the customer. 2. Reviewed all QC indicators to finalize the required graphs for each indicator. 3. Developed next version of the user interface in power bi to prepare for upcoming demo to customer

Special Issues

Note: WMH-Qatar will not fill sections below because data collection is not parts of the scope of work.

Cost
Oct 31, 2019

Total Cost to Date (Direct + Indirect): 23,572.67
Estimated Cost at Completion (E\$AC): 73,573.74
Total Budget: 74,928.00
Variance (Budget minus E\$AC): 1,354.26
Reason For Variance: Jay is no longer on the project and added Jennifer Kelley to the team who is a temp. This reduced the cost for labor.

Projections
Oct 31, 2019

Dollars Projected For Month: 9,900.64
Actual Dollars Used: 7,095.71
Variance (Projected minus Actual): 2,805.93
Reason For Variance:

Waiting on customer to provide data to resume work.

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	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	Nov, 2019 (SWEL)	Project Phase	Initiation										
Risk Level	Some Concerns												
Monthly Update	Project updates: SWEL has reached 216 completes (of the desired 325) and further data collection operations are transitioned to the PI												

team of research assistants. 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. SRO involvement will also include finishing up Baselines with Rs who set up appointment in November. Presently, CMT approved setting up 2 desktops with SSL computer image at the PIs office for use for this effort. Transition is still in progress. Once the transition is completed, PIs will send remaining 70 precontact letters to the remote Rs (with prepayment checks) and send Study Ending email to the remaining Rs. It is not clear how long the PI data collection will continue. It was planned to end in December but the slow transition may require spilling into the next year.

Data collection / Sample:

Stats: 215 completes of 325 required. At this point SRO interviewers are not making any new calls and contact attempts.

Staffing:

SWEL stopped interviewing on 10/31 but 3 interviewers still have Rs who need to finish up the SWEL data collection.

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

Finances:

October Actuals showed \$45K in funds will be going back to the PIs to cover their data collection operations. However, some interviewers continue working in minimal capacity in November and December and so the final refund amount may be reduced.

Special Issues

Cost

Dec 31, 2019

Total Cost to Date (Direct + Indirect):	924,174.01
Estimated Cost at Completion (E\$AC):	1,179,330.28
Total Budget:	760,158.00
Variance (Budget minus E\$AC):	-417,663.77
Reason For Variance:	SWEL is approved for \$1,206,680 in total cost resulting in \$446,399 overrun (direct + indirect).

Projections

Dec 31, 2019

Dollars Projected For Month:	37,477.34
Actual Dollars Used:	37,850.06
Variance (Projected minus Actual):	-13,663.39
Reason For Variance:	Monthly overrun is due to ordering of pre-payment checks for remote Rs (precontact letters will be sent and sample worked by the PIs) as well as indirect and fringes (togetehr ~ \$6,000 over projection).

Measures

	Units Complete	RR	HPI
Current Goal:	NA		
Goal at Completion:	325		
Current actual:	215		
Estimate at Complete:	215		
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	Nov, 2019 (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
Oct 31, 2019

Total Cost to Date (Direct + Indirect): 22,051.15
Estimated Cost at Completion (E\$AC): 631,690.26
Total Budget: 640,000.00
Variance (Budget minus E\$AC): 8,309.74
Reason For Variance: The small surplus of \$8,310 will come closer to zero as we continue to refine projections.

Projections
Oct 31, 2019

Dollars Projected For Month: 1,831.13
Actual Dollars Used: 14,986.57
Variance (Projected minus Actual): -13,155.44
Reason For Variance: The difference was due to SSI hours spent on the LSW1 public use deliverable being transferred from the 5-year budget, and due to ICPSR charges hitting in Oct while the projected costs were in a future month. As with the 5-year budget, we adjust the ICPSR projections each month to reflect a final zero balance.

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:	<p>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 from 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.</p>				
SRO Project Period	02/2015 - 03/2020				
Data Col Period	10/2015 - 07/2019				
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: 09/12/2016 </td> <td style="padding: 5px;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 07/25/2019 </td> </tr> </table>			PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: 09/12/2016	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 07/25/2019
PreProduction Start: Pretest End: Staffing Completed: SS Train Start: DC Start: 09/12/2016	Pretest Start: Recruitment Start: GIT Start: SS Train End: 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	Nov, 2019 (STARRS-LS)	Project Phase	Implementing
Risk Level	On Track		
Monthly Update	<input type="checkbox"/> We participated in an initial discussion with the research team about addressing the Guidance for Research Plan and Statement of Work document received from the GSC. <input type="checkbox"/> We created a STARRS 3 funding milestone timeline, working backward from April 1, 2020 and shared it with USUHS and HJF. <input type="checkbox"/> We sent budget estimates for the 5-year "STARRS 3" funding to HJF on November 7; we learned that we will only		

need to submit a Year 1 budget right now and that the Year 1 Michigan budget/funding will need to be increased in order to have money available to carry forward to Year 2.

- ☐ We uploaded the STARRS-LS Geocoded Link File and accompanying documentation to the enclave.
- ☐ We continued work related to Wave 3 consent (HIPAA authorization for DoD data; consent for VA linkage).
- ☐ The project received approval of the data sharing agreement from the DHA privacy office on November 5.
- ☐ Meredith and Gretchen met biweekly to coordinate on issues related to AAG and U-M.
- ☐ We awaited the IA approval letter from AAG, which is to include a response to U-M that AAG has no objections with the enclave access transition plan.
- ☐ We rolled out the enclave transition plan to Harvard and USUHS analysts; we discussed with USUHS the possible need for U-M to continue to provide ~three laptops for their newly hired analysts.
- ☐ We sent notification of the annual DoD training renewals to analysts/enclave users.
- ☐ Our Enclave computing group continued work on installing new hardware, and on software transitions.
- ☐ We made progress on biomarker group requests for assistance, including a request from USUHS to transfer some case/control flag data to the CHIRP group.
- ☐ We received medical construct files from AAG via the data locker; we prepared construct files requested by Harvard for transfer from the enclave to AAG.
- ☐ We continued our work with Harvard on the LS Wave 2 internal/Enclave data delivery.
- ☐ The LS Wave 1 public use deliverables are still on track for release this fall 2019. LS Wave 2 are scheduled for mid-2020.

Special Issues

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

- ☐ 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 For an April 2020 pre-production start, we will need approval of funding by January 2020, but our staff planning is at least six months ahead. At the moment, we are working backwards from April 2020 to determine how funding delays might impact our planned production schedule.
 - o Developing wording and procedures for HIPAA consent is an uncertain process. We do not have existing examples of wording and procedures that will be acceptable to IRB and to the suppliers of medical records. We will need to develop wording that will be broadly acceptable across the many stakeholders. 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.
 - o We have been waiting for the language/requirements for consent to link to VA medical records for over two months now. We have been told the ODUSA will work with the GSC and VA to obtain this language. We need the VA language in order to create the overall consent "package" for respondents. The longer this takes, the greater the risk of not developing the consent process in time. U-M will try to keep this moving along by suggesting some placeholder language, but ultimately, we will need the VA to provide language or modify proposed consent language, and approve it. We will also work on setting a drop-dead "must have" date.
 - o There are a few cost estimates for new scope that have yet to be made (Table 5 above). As decisions are made, we will work with the research team to schedule and implement this work.
 - o We have started to receive some information on additional public use data releases, including release to the NIH National Data Archive. Several unknowns need to be clarified before we can finalize our scope and cost estimates, and determine what staffing will be needed for this work.

Cost Oct 31, 2019

Total Cost to Date (Direct + Indirect):	12,475,967.86
Estimated Cost at Completion (E\$AC):	12,810,814.07
Total Budget:	12,834,699.00
Variance (Budget minus E\$AC):	23,884.93
Reason For Variance:	After entering the November projections updates including those for the no cost extension, the overall surplus decreased from \$36,815 to \$23,885. One of the larger updates was to move forward some of the programmer hours that were not spend in October. Looking at only the no cost extension work estimate for months December 2019 to March 2020, that cost estimate is \$192,859 including \$124,425 in direct costs and \$68,434 in indirect costs.

Projections Oct 31, 2019

Dollars Projected For Month:	150,765.26
Actual Dollars Used:	113,118.44
Variance (Projected minus Actual):	37,646.82

Reason For Variance:

The SSI line was underspent largely due to hours spent on the LSW1 public use deliverable being transferred to the Supplement budget. The programmer hours were fewer than expected because the Blaise upgrade had not yet been started. The programmer requested these hours be moved forward as she did begin work in Nov. The \$7,912 in projected research salaries was for ICPSR work which hits on various salary lines. The actual was \$6,960. In general for ICPSR work, we adjust the projections each month to reflect a final zero balance. We received an R-pay credit of \$2,400. The pre-projections update underrun for October was \$36,815.

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 2019)												
Project Mode	Primary: Telephone	Total of Modes: 1											
Project Type	Sponsored Projects	Project Status	Current										
Budget	Direct Budget: 0.00	Indirect Budget: 0.00	Total Budget: 0.00										
Principal Investigator/Client	Richard Curtin (SCA) Tuba Suzer-Gurtekin (SCA)												
Funding Agency													
IRB	HUM#:	Period Of Approval:											
Project Team	Project Lead:	Theresa Camelo											
	Budget Analyst:	Dean E Stevens											
	Production Manager:												
	Senior Project Advisor:	Heidi Marie Guyer											
	Production Manager:												
	Production Manager:												
Proposal #:	no data												
Description:	<p>The monthly Surveys of Consumers are a series of nationally representative surveys with households in the contiguous United States. The SCA is designed to measure changes in consumer attitudes and expectations.</p> <p>The objectives of the surveys are to learn what consumers think about economic events under varying circumstances and to determine why they think and behave as they do. Since changes in attitudes and expectations occur in advance of behavior, measures of consumer attitudes and expectations can act as leading indicators of aggregate economic activity. The survey measures are not intended to establish the absolute level of consumer sentiment at any given time. The SCA is intended to measure change. Each month the SSL interviewing staff obtains 600 interviews.</p>												
SRO Project Period	12/2018 - 12/2019												
Data Col Period	01/2019 - 12/2019												
Security Plan	NA												
Milestone Dates	<table border="1" style="width: 100%;"> <tr> <td>PreProduction Start:</td> <td>Pretest Start:</td> </tr> <tr> <td>Pretest End:</td> <td>Recruitment Start:</td> </tr> <tr> <td>Staffing Completed:</td> <td>GIT Start:</td> </tr> <tr> <td>SS Train Start:</td> <td>SS Train End:</td> </tr> <tr> <td>DC Start: 08/27/2019</td> <td>DC End: 09/23/2019</td> </tr> </table>			PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start: 08/27/2019	DC End: 09/23/2019
PreProduction Start:	Pretest Start:												
Pretest End:	Recruitment Start:												
Staffing Completed:	GIT Start:												
SS Train Start:	SS Train End:												
DC Start: 08/27/2019	DC End: 09/23/2019												
Other Project Team Members:	SSAs: Steven Sonoras, Nancy Walker, Ann Munster Programmer: Dave Dybicki, Max Malhotra TSG: Pamela Swanson, Tim Wright												
Other Project Names:													
Sample Mgmt Sys	SMS												
Data Col Tool	Blaise 4.8												
Hardware	Desktop												
DE Software	NA												
QC Recording Tool	DRI-CXM; Live monitoring												
Incentive	Not used												
Administration	NA												
Payment Type	N/A												
Payment Method	N/A												
Report Period	Nov, 2019 (SCA 2019)	Project Phase	Implementing										
Risk Level	On Track												
Monthly Update	November data collection ended as scheduled on Monday, November 18th. Our telephone data collection staff completed 631 cases (381 RDD, 180 RECON, and 70 Recon12s) in November. The overall HPI was 3.32.												
Special Issues													

Cost Dec 31, 2019	Total Cost to Date (Direct + Indirect):	90,000.00
	Estimated Cost at Completion (E\$AC):	90,000.00
	Total Budget:	0.00
	Variance (Budget minus E\$AC):	0.00
	Reason For Variance:	NA

Projections Dec 31, 2019	Dollars Projected For Month:	0.00
	Actual Dollars Used:	0.00
	Variance (Projected minus Actual):	0.00
	Reason For Variance:	NA

Measures	Units Complete			RR		HPI	
	Current Goal:	630					
	Goal at Completion:	631					
	Current actual:	631					
	Estimate at Complete:						
	Variance:						

Other Measures

Project Name	Video Communication Technologies in Survey Data Collection (VCT)					
Project Mode	Primary: Mixed Total of Modes: 3					
Project Type	Sponsored Projects		Project Status	Current		
Budget	Direct Budget:	241,958.00	Indirect Budget:	135,497.00 Total Budget: 377,455.00		
Principal Investigator/Client	Dr. 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%; border-collapse: collapse;"> <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 Team Members:	Kallan Larsen - PSM MS Student 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	Nov, 2019 (VCT)	Project Phase	Implementing
Risk Level	<i>Some Concerns</i>		
Monthly Update	<p>Andrew and Kallan continued to work with CloudResearch on production. Kallan (with assistance from Matt) created additional sample replicate files for MSMS (Shanti loaded), and the three (by mode) files containing VM (n=4,500) and VS (n=500 + n=400) invitation links for CloudResearch. Kevin made a modification to the end debriefing screen for VM cases that clarified what the token of appreciation and time frame for payment would be. A few respondents were getting confused about the amount, they believed they were getting one \$20 payment when they were getting an initial \$5 payment (from their panel vendor in whatever form that takes (points, money, etc.) and the additional \$15 payment for the video interview. There was also a delay in paying people who completed on Friday or Saturday, since we have to provide the information to CloudResearch (neither of which have staff working on the weekend). The text now says they will receive a \$15 Amazon gift code within two business days. Kyle made similar modifications to references in the email and text message templates.</p> <p>Data collection continues to happen quickly with CloudResearch. SRO is not well equipped to handle things so quickly. It takes time to enter each appointment and appointments come in bursts from CloudResearch.</p> <p>Andrew, Fred, Ai Rene, and Kallan met with ITS (Pradip Patel and Clarence Gipson) about our Blue Jeans data request. They have been more responsive after their initial unresponsiveness. Clarence has moved off and Dana Farrell is now fulfilling the supervisor role. Pradip has been in touch with Blue Jeans about what we want. ITS sent a file with some additional information. They are still looking into getting the data in the granularity we wanted.</p> <p>There were several VM interviews done in November (~50). There were a number (over 100) appointments missed by the respondents. Having so many no-shows is making the interviewing process less efficient. It's not yet clear how much of the budgeted interviewer time in November was actually spent. We have budgeted for interviewing in December. We stopped recruiting mid-November due to interviewers running out of availability. We will resume recruitment once we have the December interviewing schedules. When we resume in December we will initially focus on the older cohort quotas to make sure we get those interviews. MiCDA provided additional funds to interview a larger older cohort so we need enough interviews to fulfill that obligation. Once that has been met we will open it up to the other groups.</p> <p>Data management continues to take longer than expected. We've limited our requests due to PSID and TAS work the data manager has had to do. We have only asked the data manager to load the additional sample and for the weekly data delivery. The weekly data deliveries are important as we need to figure out where we are with the quotas. Kallan has written R code to identify where we are in relation to the quotas that we originally asked for.</p> <p>Andrew and Kallan met with Dean to update cost projections. The projections were reworked with a new design in mind (more on that in the next paragraph). The projected overrun decreased by ~\$5,800 from last month's report. The project overrun does not take into account the MiCDA funding. Overall, there is currently a surplus of funds projected. No projections have been made on the MiCDA funding. Right now that money will be used for the projected overrun on the NSF account and for the investigation into the Blue Jeans data.</p> <p>Kallan and Ai Rene presented on the project at the annual MAPOR meeting.</p>		
Special Issues			

Cost
Dec 31, 2019

Total Cost to Date (Direct + Indirect): 231,470.06
Estimated Cost at Completion (E\$AC): 378,801.65
Total Budget: 377,455.00
Variance (Budget minus E\$AC): -1,346.65
Reason For Variance: VM data collection has been slower than anticipated. Interviewing costs have been pushed, but there are a number of fixed costs, regardless of the number of interviews. The variance has been reduced greatly with the switch to an online panel vendor. There is currently additional funds (MiCDA) that are not included here (they are being tracked separately).

Projections
Dec 31, 2019

Dollars Projected For Month: 31,840.67
Actual Dollars Used: 12,371.20
Variance (Projected minus Actual): 19,469.47
Reason For Variance: Unused interviewer hours, the data manager didn't complete her timesheet, and some recharge costs did not hit . Those costs have been projected for November.

Measures

	Units Complete	RR	HPI
Current Goal:	855	20%	
Goal at Completion:	855		
Current actual:	685	9.3%	
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%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> PreProduction Start: 09/01/2019 Pretest End: Staffing Completed: SS Train Start: DC Start: 11/04/2019 </td> <td style="padding: 5px;"> Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 11/04/2019 </td> </tr> </table>			PreProduction Start: 09/01/2019 Pretest End: Staffing Completed: SS Train Start: DC Start: 11/04/2019	Pretest Start: Recruitment Start: GIT Start: SS Train End: DC End: 11/04/2019
PreProduction Start: 09/01/2019 Pretest End: Staffing Completed: SS Train Start: DC Start: 11/04/2019	Pretest Start: Recruitment Start: GIT Start: SS Train End: 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	Nov, 2019 (WHS)	Project Phase	Implementing
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Risk Level	On Track
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Monthly Update	Data collection launched on 11/6 with a pilot data collection (n=22). We looked at the data and made some adjustments to the instrument, asked CloudResearch to reset their quota targets, and conducted another pilot (n=17) on 11/8. We looked at the data a second time and everything looked fine and proceeded with data collection (on 11/8).
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--11/11 CloudResearch notified us they had reached the targets provided by UM. We looked at the data provided and provided CloudResearch the (R) reported data for the quotas, and had CloudResearch open recruitment back up (on 11/12) to six cases in one of the subgroups.

--11/13 CloudResearch notified they had again reached the targets. We checked the data again and were still (4) short in the one subgroup. On 11/14 CloudResearch opened recruiting back up.

--11/15 CloudResearch notified up they had reached the targets again. We checked the data again on our end. We were one case short in the one subgroup. SRO checked with the PIs and they were fine with that. The final tally for the subgroups was:

1. F18-19, non-Hispanic other (n=50) 90
2. F18-19, non-Hispanic black (n=50) 49
3. F18-19, Hispanic (n=50) 55
4. F20-49, non-Hispanic other (n=50) 85
5. F20-49, non-Hispanic black (n=50) 65
6. F20-49, Hispanic (n=50) 59

The survey data was delivered to the PI on 11/15. We are awaiting some help from Mark's team to parse the audit trail data. They ran into an issue they are fixing. We anticipate to be able to deliver parsed paradata in early December.

The invoice from CBS was received. We are awaiting the invoice from CloudResearch to pay.

Special Issues

Cost	Total Cost to Date (Direct + Indirect):	2,272.60
Dec 31, 2019	Estimated Cost at Completion (E\$AC):	19,912.00
	Total Budget:	19,912.00
	Variance (Budget minus E\$AC):	0.00
	Reason For Variance:	There is no variance. We plan on spending the money allocated.

Projections	Dollars Projected For Month:	2,272.60
Dec 31, 2019	Actual Dollars Used:	2,272.60
	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