

# ***Survey Research Operations***

## ***Monthly Project Report***

### ***Sponsored Projects***









































































***February 2020***



## Sponsored Projects

(AFHS) *American Family Health Study*  
 (ACL6) *Americans' Changing Lives - Wave 6*  
 (BFY) *Baby's First Years*  
 (Child First) *Child First*  
 (C.A.R.E.) *Concussion Assessment, Research and Education (CARE) Consortium*  
 (ED-Stars Continuation) *Emergency Department Study to Assess Risk of Suicide - Continuation Project*  
 (ECHO) *Environmental Influences on Child Health Outcomes*  
 (EDCPE) *Every Dollar Counts Program Evaluation*  
 (HRS 2018) *Health and Retirement Study 2018*  
 (HRS 2020) *Health and Retirement Study 2020*  
 (H&WB) *Health and Wellbeing in Southeast Michigan*  
 (HID) *High Intensity Drinking*  
 (HCDC, H&C) *Housing & Children*  
 (CAMS 2019) *HRS 2019 Consumption and Activity Mail Study*  
 (HRS - LHMS Spring 2019) *HRS Enhancing Retrospective Life History Data 2019*  
 (HRS-Neuro) *HRS Neuroimaging Pilot*  
 (OYMS 2019) *HRS Off Year Mail Survey 2019*  
 (IHDS3) *India Human Development Survey Wave 3*  
 (MTF Web 2020) *Monitoring the Future Web 2020*  
 (NDIC DMAS) *National Data Innovation Centre -- Delhi Metropolitan Area Study*  
 (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*  
 (RDSL Recontact) *Relationship Dynamics & Social Life Study, Re-contact Test*  
 (STARRS-LS Supplement) *Study to Assess Risk and Resilience in Servicemembers - Longitudinal Study S*  
 (STARRS-LS) *Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study*  
 (SCA 2020) *Surveys of Consumer Attitudes*  
 (YWC2020) *The Promise of a School-Based, Trauma-Informed Cognitive Behavioral Therapy Intervention*  
 (TAS2019) *Transition Into Adulthood Supplement*  
 (VCT) *Video Communication Technologies in Survey Data Collection*  
 (WHS) *Women's Health Study*

## Projects Report Query/Monthly Update Quick Reference

NonArchived Sponsored Projects				
Project	Type	Status	Jan	Feb
ACL6	Sponsored	Current		
AFHS	Sponsored	Current		
BFY	Sponsored	Current		
C.A.R.E.	Sponsored	Current		
CAMS 2019	Sponsored	Current		
CDS-19	Sponsored	Current		
Child First	Sponsored	Current		
ECHO	Sponsored	Current		
EDCPE	Sponsored	Current		
ED-Stars Continuation	Sponsored	Current		
H&WB	Sponsored	Current		
HCDC, H&C	Sponsored	Current		
HID	Sponsored	Current		
HRS - LHMS Spring 2019	Sponsored	Current		
HRS 2018	Sponsored	Current		
HRS 2020	Sponsored	Current		
HRS-Neuro	Sponsored	Current		
IHDS3	Sponsored	Current		
MTF base year 2020	Sponsored	Current		
MTF Web 2020	Sponsored	Current		
NDIC DMAS	Sponsored	Current		
NDIC DMAS	Sponsored	Current		
NSFG 2010-2020	Sponsored	Current		
OYMS 2019	Sponsored	Current		
PSID 2019 Full Pilot	Sponsored	Current		
PSID19	Sponsored	Current		
RDSL Recontact	Sponsored	Current		
SCA 2020	Sponsored	Current		
STARRS-LS	Sponsored	Current		
STARRS-LS Supplement	Sponsored	Current		
SWEL	Sponsored	Current		
TAS2019	Sponsored	Current		
VCT	Sponsored	Current		
WHS	Sponsored	Current		
WMH-Qatar	Sponsored	Current		
YWC2020	Sponsored	Current		

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#:	00167171	Period Of Approval:		
Project Team	Project Lead:	Rebecca Gatward			
	Budget Analyst:	Dean E Stevens			
	Production Manager:	Pooja Varma-Laughlin			
	Senior Project Advisor:	Grant D Benson			
	Production Manager:				
	Production Manager:				

**Proposal #:** no data

**Description:**

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

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

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

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

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

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

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

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

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

**SRO Project Period**  
**Data Col Period**  
**Security Plan**  
**Milestone Dates**

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

**PreProduction Start:** 05/03/2019  
**Pretest End:**  
**Staffing Completed:**  
**SS Train Start:**  
**DC Start:** 04/01/2020

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

**Other Project**  
**Team Members:**

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

**Other Project**  
**Names:**

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

**Sample Mgmt Sys**

MSMS

**Data Col Tool**

Blaise 5; SAQ

**Hardware**

Desktop

**DE Software**

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

**QC Recording Tool**

N/A

**Incentive**

Yes, R

**Administration**

SRO Group

**Payment Type**

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

**Payment Method**

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

**Report Period**

Feb, 2020 (AFHS)

**Project Phase**

Planning

**Risk Level**

*Some Concerns*

**Monthly Update**

March update

- An IRB amendment was submitted on 3/20/2020. The amendment included some updates to the questionnaire minor wording changes to some respondent letters. emails etc.
- The questionnaire is now ready for release. Some final testing of the emails, texts and a protocol/MSMS/DM item needs to be resolved.
- We are working with Data Force to finalise a few final survey materials.
  - The DCA is being worked on.
- COVID-19 items/impact -
  - Data Force are responsible for the initial Screener mailings - I am clarifying with them the impact of their home state moving to a 'Shelter in place' order. The PI has agreed that if Data Force are not able to continue with their work then we will pause the project.
- SRO are responsible for main survey mailings, non-response phone follow up calls and sending texts. We are working on a plan to prepare for all these mailings etc. to be completed outside the office. After an initial visit to collect any necessary equipment or materials the goal is to only come to the office to pick up checks from the mail room.

\*\*\*Below is the January report by ahupp; leaving for RG\*\*\*

- Much of January was spent conducting integration tests among all of the various systems.
- Launch date has been confirmed as 02/10/2020.
- Worked with DataForce to finalize respondent materials.

\*\*\*Below is from December report, leaving for RG\*\*\*

- Task rules are still being set-up in MSMS
- Launch date has been confirmed as 1/21/20 - we are working towards launching on 1/21. Currently ensuring DataForce have final copies of documents to print, reviewing iterations of formatted paper surveys they are developing, working with Jenna Tyson to finalise respondent materials she is designing and doing what is needed to begin integration testing. The protocol is complex so testing will be a lengthy process.
- We had planned to carry out full protocol test during week of 12/16 - this hasn't happened. Protocol testing will not begin until early January.
- SPN materials have been submitted as an amendment (12/13) along with a few English materials. We are awaiting approval before we can print some of the Spanish materials.
- James and Raphael are in the final stages of selecting the sample.
- The next Project Review has been scheduled for 3/6/2020

**Special Issues**

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

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

**Cost**  
**Feb 28, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	604,749.61
<b>Estimated Cost at Completion (E\$AC):</b>	2,211,896.13
<b>Total Budget:</b>	2,490,133.00
<b>Variance (Budget minus E\$AC):</b>	278,236.87
<b>Reason For Variance:</b>	Projections need to be updated in line with the slower sample release - we have agreed to be cautious and let the 100 'soft launch' cases run through the protocol longer than we had planned.

**Projections**  
**Feb 28, 2020**

<b>Dollars Projected For Month:</b>	148,162.61
<b>Actual Dollars Used:</b>	69,868.74
<b>Variance (Projected minus Actual):</b>	78,293.87
<b>Reason For Variance:</b>	The variance was due to the delay in launching data collection - the projections need to be updated to reflect this and the more recent change to the sample release plan.

**Measures**

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

**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%) .

<b>Project Name</b>	Americans' Changing Lives - Wave 6 (ACL6)			
<b>Project Mode</b>	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2	
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current
<b>Budget</b>	<b>Direct Budget:</b>	462,919.00	<b>Indirect Budget:</b>	259,234.00
			<b>Total Budget:</b>	722,153.00
<b>Principal Investigator/Client</b>	Margaret Hicken (University of Michigan, SRC - SEH)			
<b>Funding Agency</b>	National Institutes of Health, National Institute on Aging			
<b>IRB</b>	<b>HUM#:</b>	HUM00153243	<b>Period Of Approval:</b>	Pending
<b>Project Team</b>	<b>Project Lead:</b>	Terri Ann Ridenour		
	<b>Budget Analyst:</b>	Grace Tison		
	<b>Production Manager:</b>	Lisa J Carn		
	<b>Senior Project Advisor:</b>	Shonda R Kruger-Ndiaye		
	<b>Production Manager:</b>			
	<b>Production Manager:</b>	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** 09/2018 - 09/2019  
**Data Col Period** 04/2018 - 08/2019  
**Security Plan** NA  
**Milestone Dates**

**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**

Feb, 2020 (ACL6)

**Project Phase**

Implementing

**Risk Level**

*Some Concerns*

**Monthly Update**

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

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

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



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

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

#### Special Issues

**Cost**  
**Mar 09, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	775,070.02
<b>Estimated Cost at Completion (E\$AC):</b>	775,698.64
<b>Total Budget:</b>	722,153.00
<b>Variance (Budget minus E\$AC):</b>	-53,545.64
<b>Reason For Variance:</b>	Please see Monthly Updates.

**Projections**  
**Mar 09, 2020**

<b>Dollars Projected For Month:</b>	38.68
<b>Actual Dollars Used:</b>	321.48
<b>Variance (Projected minus Actual):</b>	282.80
<b>Reason For Variance:</b>	Some unexpected charges hit for replacement incentive checks -- and staff time associated with these requests.

#### Measures

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

#### 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"><li>• Baseline will occur immediately (within 24-48 hours) after birth, in the hospital;</li><li>• Wave 1 will be a telephone interview with the mother when the child is 12 months old;</li><li>• 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;</li><li>• 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.</li></ul> <p>Each data collection phase/wave will be a full 12 months, with Baseline starting in April 2018:</p> <p>Recruitment/Baseline: 04/01/2018 - 03/31/2019 Wave 1: 04/01/2019 - 03/31/2020 Wave 2: 04/01/2020 - 03/31/2021 Wave 3: 04/01/2021 - 03/31/2022</p>				
SRO Project Period	10/2017 - 12/2020				
Data Col Period	04/2018 - 12/2020				
Security Plan	NA				

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

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

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

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

**Report Period**

Feb, 2020 (BFY)

**Project Phase**

Implementing

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

Project updates:

Age 1 week 38 out of 53 ended with 643 completes just shy of the cumulative goal (goal @ week 38 = 652). Age 1 data collection is ending in 21 weeks (end of June 2020). As part of adaptations for Covid-19, BFY interviewing has switched to phone only while maintaining the same level of incentive (\$100). Appropriate information is sent to the non-final respondents and interviewers have adapted to the change very well. Pace of interviewing has increased. Since the switch on 03/15 we have completed 61 interviews.

Covid is modifying preparations for Age 2 data collection. It is assumed that we will have to conduct end-of-June Age 2 training by phone and start with a phone-only protocol until the restrictions on in-person work are lifted.

Data collection / Sample:

Cumulative goals and actual by site:

	Goal	Actual	Difference
Overall	678	660	-18
Nebraska	192	202	10
New York	192	184	-8
Minnesota	85	81	-4
Louisiana	209	193	-16

Staffing: "Age 1 Staffing:

16 iwers in total (including 5 trained in January)

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

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

Technical system: MSMS experiences intermittent issues. Two releases required roll-backs after causing issues in field. Interviewers also report system bugs such as inability to sort/filter by column, disappearing contact notes, duplicate or re-appearing tasks.

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

#### Special Issues

Cost  
 Feb 19, 2020

**Total Cost to Date (Direct + Indirect):** 3,220,481.61  
**Estimated Cost at Completion (E\$AC):** 7,140,828.29  
**Total Budget:** 6,127,698.00  
**Variance (Budget minus E\$AC):** -1,013,130.29  
**Reason For Variance:**

The total cost at completion has increased to include additional locating work projected to cost \$433K. This amount was approved by the PIs but has not yet been reflected in the Total Budget. The remaining overrun overrun was presented to the PIs and reflected our assumptions about work/scope given additional Age 1 and Age 2 requests.

Projections  
 Feb 19, 2020

**Dollars Projected For Month:** 111,102.95  
**Actual Dollars Used:** 165,715.22  
**Variance (Projected minus Actual):** -54,612.27  
**Reason For Variance:**

Age 1 R payments are "parked" in June 2020 resulting in \$10K monthly overrun. Salary = \$14K overrun. Travel = \$10K overrun. R&D fees are underprojected by \$15K. Additional travel to training/outreach \$10K overrun).

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	652	—	9
<b>Goal at Completion:</b>	900	—	11
<b>Current actual:</b>	643	—	11
<b>Estimate at Complete:</b>	900	—	11
<b>Variance:</b>			

#### Other Measures

<b>Project Name</b>	Child First (Child First)												
<b>Project Mode</b>	Primary: Face to Face	Secondary: Telephone	Total of Modes: 3										
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b> Current										
<b>Budget</b>	<b>Direct Budget:</b> 1,041,810.00	<b>Indirect Budget:</b> 104,182.00	<b>Total Budget:</b> 1,145,992.00										
<b>Principal Investigator/Client</b>	Stephanie Chardoul (SRO/SRC)												
<b>Funding Agency</b>	MDRC, (Laura and John Arnold Foundation, The Duke Endowment)												
<b>IRB</b>	<b>HUM#:</b> HUM00166328	<b>Period Of Approval:</b> 9/11/2020											
<b>Project Team</b>	<b>Project Lead:</b> Barbara Lohr Ward <b>Budget Analyst:</b> Parina Kamdar <b>Production Manager:</b> Lloyd Fate Hemingway <b>Senior Project Advisor:</b> Nicole G Kirgis <b>Production Manager:</b> Taylor Franklin <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<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>												
<b>SRO Project Period</b>	10/2019 - 03/2022												
<b>Data Col Period</b>	08/2020 - 12/2021												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 09/01/2019</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 03/01/2020</td> </tr> <tr> <td><b>Staffing Completed:</b> 07/01/2020</td> <td><b>GIT Start:</b> 07/25/2020</td> </tr> <tr> <td><b>SS Train Start:</b> 07/27/2020</td> <td><b>SS Train End:</b> 07/31/2020</td> </tr> <tr> <td><b>DC Start:</b> 08/01/2020</td> <td><b>DC End:</b> 12/31/2021</td> </tr> </table>			<b>PreProduction Start:</b> 09/01/2019	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 03/01/2020	<b>Staffing Completed:</b> 07/01/2020	<b>GIT Start:</b> 07/25/2020	<b>SS Train Start:</b> 07/27/2020	<b>SS Train End:</b> 07/31/2020	<b>DC Start:</b> 08/01/2020	<b>DC End:</b> 12/31/2021
<b>PreProduction Start:</b> 09/01/2019	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b> 03/01/2020												
<b>Staffing Completed:</b> 07/01/2020	<b>GIT Start:</b> 07/25/2020												
<b>SS Train Start:</b> 07/27/2020	<b>SS Train End:</b> 07/31/2020												
<b>DC Start:</b> 08/01/2020	<b>DC End:</b> 12/31/2021												
<b>Other Project Team Members:</b>	Tricia Blanchard, Genise Pattullo, Shanti Suresh, Neil Eriksen.												
<b>Other Project Names:</b>													
<b>Sample Mgmt Sys</b>	MSMS												
<b>Data Col Tool</b>	Blaise 4.8												
<b>Hardware</b>	Laptop; [UM cell] Phone; Other (Video Recording Equipment)												
<b>DE Software</b>	NA												
<b>QC Recording Tool</b>	DRI-CARI; Other (Video Recording)												
<b>Incentive</b>	Yes, R												
<b>Administration</b>	SRO Group												
<b>Payment Type</b>	Check, post (\$50); Cash, prepaid (\$2 locating payment); Cash, post (\$50 cash post assessment)												
<b>Payment Method</b>	Check through STRak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest C												

<b>Report Period</b>	Feb, 2020 (Child First)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>Project Status</p> <p>The overall project is on track. Three-month locating activities are continuing. Reports on locating activities are current. SRC is finalizing programming specifications for the caregiver interview. Further work on programming for the PLS-5 is on hold pending a decision by MDRC regarding mode of administration.</p>		

The coronavirus epidemic has emerged as a potential risk to the project. At present, all in-person (face-to-face) human-subjects research has been temporarily suspended at the University of Michigan, and domestic travel is strongly discouraged. The Survey Research Center team will provide regular updates to the MDRC team and will advise on any potential schedule or other impacts.

#### Project Schedule Status

Programming for the child assessment has been delayed pending a decision on mode of administration. If the decision is to continue with programming a full CAI administration, the MDRC testing originally scheduled for early June may be delayed. Preparation of programming specifications for the caregiver interview are on track.

Outreach to respondents for three-month locating efforts is on-track and proceeding according to schedule. Sample management systems development is continuing and work on specifications for the field interviewing sample management system have started.

During February 2020 SRC activities included the following:

#### Task 1: Management, Budget and Work Plan

- Participated in project meetings with research team to discuss scope and schedule; produced and distributed meeting notes.
- Reviewed and updated spending projections
- Finalized job descriptions for interviewer and team leader positions. On-boarded a field production manager and sample management system analyst.
- Worked with programmer to develop a specification for PLS-5 data structure.
- Completed annual data security plan.

#### Task 2: Sampling

- No effort this month

#### Task 3: Questionnaire Development

- Continued review of PLS5 English and Spanish administration documentation.
- Continued preparation of programming specifications for the child assessment.
- Continued work with programmer to finalize screen design for PLS-5 data capture.
- Began developing programming specifications for caregiver questionnaire.

#### Task 4: CAI Programming

- Developed mock screens for PLS-5
- Prepared mock-up of data structure for PLS-5

#### Task 5: Systems Programming

- Prepared data for loading into sample management system.
- Continued work on field data collection design.

#### Tasks 6, 7: Interviewer Recruitment & Hiring, Training

- See Task 1 Management for work on interviewer hiring
- Continued contract negotiation with Headway Recruiters for recruitment of interviewers.

#### Task 8: Main Data Collection

- No effort this month

#### Task 9: Post Collection Processing

- No effort this month

#### Task 10: Weighting

- No effort this month

#### Task 11: Final Data Deliverables

- No effort this month

#### Task 12: Locating

- Reconciled imprest cash for February.
- Reviewed and cleaned sample file.
- 3-month mailing activities were as follows:
  - o Finalized cohort 6 initial mailing and shipped to respondents.
  - o Prepared and shipped 2nd 3-month mailing for Cohort 4
  - o Conducted Accurint search on cohort 5 non-responders.

- o Conducted outgoing calls for cohort 5 and updated addresses as appropriate.
- o Began to prepare mail-merge files for cohort 7 3-month mailing.
- Prepared reports.
- Tested sample management systems.

#### Activities Planned for March 2020

- Management
  - o Review team staffing, make adjustments as necessary
  - o Review financial projections, adjust as necessary
  - o Prepare project review materials for Survey Operations management
- Locating
  - o 3-month mailing activities
    - ☐ Ship the 3-month initial mailing to cohort 7.
    - ☐ Conduct Accurint search for cohort 6 non-responders
    - ☐ Conduct outgoing calls for cohort 6
    - ☐ Prepare and ship the 2nd 3-month locating mailing to cohort 5
- Questionnaire Development
  - o Adjust PLS5 programming specifications as necessary (pending decision from MDRC on mode of administration)
  - o Finalized programming specifications for PLS5 assessment
  - o Finalize Blaise specifications for adult questionnaire, submit for approval
- CAI Programming
  - o If approved, begin programming Child assessment data capture
- o Begin programming caregiver questionnaire
  - Tasks 6, 7: Interviewer Recruitment & Hiring, Training
  - o Post positions for field interviewers/team leader
  - o Develop specifications for training facility
  - o Begin procurement documents for training facility
- Sample Management Systems Programming
  - o Continue work on specification for field production sample management system
  - o Assess need for systems programming related to video capture

#### Special Issues

Recruitment for the project is running significantly behind what was anticipated. This will create issues for interviewer work load and retention.

There are several areas where the project budget was significantly under-estimated, including data management, programming, interviewer training, Help Desk support, and project management.

#### Cost Mar 10, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	81,201.42
<b>Estimated Cost at Completion (E\$AC):</b>	1,238,242.57
<b>Total Budget:</b>	1,145,992.00
<b>Variance (Budget minus E\$AC):</b>	-92,250.57

#### Reason For Variance:

There are several areas where the project budget was significantly under-estimated, including data management, programming, training, Help Desk support, and project management.

#### Projections Mar 10, 2020

<b>Dollars Projected For Month:</b>	40,065.35
<b>Actual Dollars Used:</b>	27,322.34
<b>Variance (Projected minus Actual):</b>	12,743.12

#### Reason For Variance:

Programming has been delayed by the client, as they work to establish what the license arrangement for the child assessment allows. In addition, significant modifications were required for the caregiver interview to bring it in to scope, which is also delaying work. Recruitment is running behind what was projected by the client, reducing respondent payments.

#### Measures

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

#### 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****Project Team****HUM#:** **Period Of Approval:****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 End:****Staffing Completed:****SS Train Start:****DC Start:****Pretest Start:****Recruitment Start:****GIT Start:****SS Train End:****DC End:****Other Project Team Members:**

Donnalee Grey-Farquharson, Kathy LaDronka, William Lokers, Hongyu Johnson, Keith Leibetreu, James Koopman



**Other Project****Names:**

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

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<b>Report Period</b>	Feb, 2020 (C.A.R.E.)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	<i>Some Concerns</i>
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<b>Monthly Update</b>	<p>Training</p> <p>Main Data Collection Training was conducted remotely, via Blue Jeans 02/26 - 02/27). Seven "new" on-staffers were trained and six passed certification. As was done in the Pilot training, a part of the certification required pulling data Interviewers entered during the Round Robin certification and using code to compare each entry against a gold standard (data entry carried out by certification staff).</p>
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**System**

Programming and testing is continuing to streamline/refine the system. A Version 2 update is expected in March.

**Production**

The Pls have agreed to release more sample in an attempt to increase response counts. SRO received Release 4 (1827 cases) on February 28, 2020. We expect at least 2 more releases of approximately the same size sometime in the future.

The Pls would also like to use the current underrun to extend data collection. Project Lead is working with the financial analyst to model extended scenarios in the CRS sandbox to see how far we could extend. Currently it seems we could go another 2 months (ending data collection October 1 instead of August 1) but that decision will be made in March.

Production Statistics at the end of February:

OVERALL		rel1	rel2	rel3	rel4
Response Rate	8%	26%	13%	13%	0%
WEB	5%	9%	9%	12%	0%
CATI	3%	17%	4%	2%	0%

**Special Issues****Cost****Feb 29, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	431,637.84
<b>Estimated Cost at Completion (E\$AC):</b>	955,601.23
<b>Total Budget:</b>	1,034,833.00
<b>Variance (Budget minus E\$AC):</b>	79,230.77
<b>Reason For Variance:</b>	Programming and data management work that was budgeted is no longer a part of SRO's scope. Adjustments have been made to accommodate the reduced production time - this has reduced the under-run. We will continue to refine and adjust into spring.

**Projections****Feb 29, 2020**

<b>Dollars Projected For Month:</b>	81,867.86
<b>Actual Dollars Used:</b>	61,028.01
<b>Variance (Projected minus Actual):</b>	20,839.85
<b>Reason For Variance:</b>	Field staff production hours were lower than projected.

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

<b>Project Name</b>	Emergency Department Study to Assess Risk of Suicide - Continuation Project (ED-Stars Continuation)					
<b>Project Mode</b>	Primary: Telephone      Total of Modes: 1					
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b>	341,436.00	<b>Indirect Budget:</b>	187,848.00 <b>Total Budget:</b> 529,284.00		
<b>Principal Investigator/Client</b>	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)					
<b>Funding Agency</b>	National Institute of Mental Health (NIMH)					
<b>IRB</b>	<b>HUM#:</b>	HUM00134293	<b>Period Of Approval:</b>	7/31/2017-7/30/2018		
<b>Project Team</b>	<b>Project Lead:</b>	Maureen Joan O'Brien				
	<b>Budget Analyst:</b>	Janelle P Cramer				
	<b>Production Manager:</b>	Lisa J Carn				
	<b>Senior Project Advisor:</b>	Kirsten Haakan Alcser				
	<b>Production Manager:</b>	Maryam N Buageila				
	<b>Production Manager:</b>					
<b>Proposal #:</b>	no data					
<b>Description:</b>	<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>					
<b>SRO Project Period</b>	01/2018 - 12/2020					
<b>Data Col Period</b>	01/2019 - 09/2019					
<b>Security Plan</b>	NA					
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b>PreProduction Start:</b> 10/15/2017  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b> 01/22/2018  <b>DC Start:</b> 01/24/2018 </td> <td style="padding: 5px;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b> 11/01/2017  <b>GIT Start:</b>  <b>SS Train End:</b> 01/23/2018  <b>DC End:</b> 09/30/2019 </td> </tr> </table>				<b>PreProduction Start:</b> 10/15/2017 <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> 01/22/2018 <b>DC Start:</b> 01/24/2018	<b>Pretest Start:</b> <b>Recruitment Start:</b> 11/01/2017 <b>GIT Start:</b> <b>SS Train End:</b> 01/23/2018 <b>DC End:</b> 09/30/2019
<b>PreProduction Start:</b> 10/15/2017 <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> 01/22/2018 <b>DC Start:</b> 01/24/2018	<b>Pretest Start:</b> <b>Recruitment Start:</b> 11/01/2017 <b>GIT Start:</b> <b>SS Train End:</b> 01/23/2018 <b>DC End:</b> 09/30/2019					
<b>Other Project Team Members:</b>	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.					
<b>Other Project Names:</b>	Continuation, Warning Signs, ED-Stars Continuation,					
<b>Sample Mgmt Sys</b>	SMS					
<b>Data Col Tool</b>	Blaise 4.8					
<b>Hardware</b>	Desktop					
<b>DE Software</b>	NA					
<b>QC Recording Tool</b>	NA					
<b>Incentive</b>	Yes, Other (Amazon gift card )					
<b>Administration</b>	NA					
<b>Payment Type</b>	NA					
<b>Payment Method</b>	NA					

<b>Report Period</b>	Feb, 2020 (ED-Stars Continuation)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	On Track		

**Monthly Update**

Currently 135 Case interviews and 297 Control interviews have been completed, for a total of 432 completed interviews. Overall RR is 76% for closed cases. Controls continue to have a higher RR than Cases (82% for Controls and 64% for Cases). 1092 Study 2 respondents agreed to participate out of 1321, for an overall consent rate of 82% (both parents + teen). 139 sample lines were determined ineligible due to no cell phone access which makes them unable to participate in the txt survey from Ubitrix. We have been delivered 165 unique cases (first attempters) and have completed 103. We have identified a date for the end of data collection, April 10, 2020. In order to account for a 2 week activation period, the last case will be texted on 3/26/2020. Case sample delivery continues to be very low as sample have been very well worked through. We are continue with less SSL shifts, 5 shifts per week. Iwer practice sessions continue with the Co-PI. Iwers have now advanced to Phase II and only meet biweekly with the Co-PI. Practice sessions with the Co-PI are still taking place 1-2 times monthly even with very low sample delivery. We lost the only Spanish interviewer last month, as she has taken a full-time position elsewhere in the university. She will continue to work contractually for SRO while the project is in production so that she can complete Spanish interviews if we are to receive one. Spanish interviews are completed for parents only. We continue to see cost savings due to the reduced interviewer shifts and practice sessions, and funds will carry us through mid-April, the end of data collection. As a result of the COVID-19 pandemic, SSL staff will begin working remotely at least partially. We are currently working through the implications for Warning Signs, including whether or not interviews will have the capacity to be recorded. The PI makes all amendments to the IRB as it is a med IRB project. She is checking to see if an amendment will need to be done as interviews will not take place in the lab.

**Special Issues****Cost****Mar 31, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	611,660.32
<b>Estimated Cost at Completion (E\$AC):</b>	640,601.61
<b>Total Budget:</b>	529,284.00
<b>Variance (Budget minus E\$AC):</b>	-180.61
<b>Reason For Variance:</b>	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****Mar 31, 2020**

<b>Dollars Projected For Month:</b>	17,540.09
<b>Actual Dollars Used:</b>	17,195.37
<b>Variance (Projected minus Actual):</b>	344.72
<b>Reason For Variance:</b>	Variance is due to staffing hours decrease due to lowered sample delivery. Also, December was a holiday month in which people worked less hours. January is a 3 pay-period month and we should see costs balance out more in Jan.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>	1800		
<b>Current actual:</b>	432	76	3.06
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**Other Measures**

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

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

**Other Project Team Members:**

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

**Other Project Names:**

**Sample Mgmt Sys** SurveyTrak; Illume  
**Data Col Tool** Blaise 4.8; Illume  
**Hardware** Laptop; Tablet; [UM cell] Phone; Paper and Pencil  
**DE Software** Other (Custom Biospecimen Logging Application )  
**QC Recording Tool** Camtasia  
**Incentive** Yes, R  
**Administration** SRO Group  
**Payment Type** Check, post (\$20 (3-Month IW), \$20 (Biospecimen))  
**Payment Method** Check through STrak RPay System

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

**Risk Level** *On Track*

**Monthly Update** In response to the COVID-19 global pandemic, here are the latest data collection plans for ECHO. We will continue our weekly calls and check in regularly regarding updates from the PIs who are also epidemiologists. Communication is critical at this time.

[Phase 1 - Prenatal Recruitment (Non-SRO staff)]: The recruiters working in each clinic are managed by the MSU team. They use our hardware systems in prenatal clinics, hospitals, laboratories and in their homes. Recruitment (consent / enrollment) activities are paused until the end of April at clinics affiliated with the following sample hospitals: Ann Arbor (St. Joe), Novi (St. John), Dearborn (Beaumont), Detroit (DMC), Saginaw (Covenant) and Grand Rapids (Spectrum-Butterworth).

[Phase 1 - Prenatal Follow Up (Non-SRO staff)]: Prenatal follow-up data collection activities may continue. Recruiters will plan to follow up with women by TEL-only to complete their PN1 and/or PN2 surveys. However, the MSU team plans to defer to each clinic / hospital institution's protocols (and the PIs direction), regarding prenatal biospecimen follow up activities (e.g. urine, blood, placenta). They will determine whether to suspend the collection of specimen for enrolled pregnant women, or to restrict those research activities altogether.

We trained the last new recruiters (data collectors) last Thursday/Friday (March 12-13). They will be working in Ann Arbor (St. Joe) and Port Huron (McLaren). Although they won't be actively recruiting in the clinics (as recruitment is paused), they will continue their training activities and transition to prenatal follow up (telephone interviews) when they are ready.

[Phase 1: Data Collection Summary]: To date, 838 women have been recruited in clinics. Among those cases, 704 were still eligible and active study participants during Phase 1 (prenatal period up until child birth).

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[Phase 2 - Three-month Telephone Interview (SRO staff)]: Because the 3M interview is TEL-only, we believe there is less impact. The field staff were instructed to refer to the CDC guidelines posted on the interviewer website and they've received direction from Sharon, our production manager. She and our management team will continue to monitor / assess and plan accordingly.

[Phase 2 - Three-month Infant Biospecimen Collection and Follow-up (SRO staff)]: Interviewers will continue to affirm consent after 3M interviews and project staff will ship kits from Ann Arbor to respondents. We will also proceed with Biospecimen Follow-Up where needed. Dr. Comstock has confirmed that MSU will allow her to receive specimen samples at her lab and we may continue with protocol.

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[Phase 2: 3-Month Data Collection Summary]

Babies born: 586  
 3-month sample released: 565  
 3-Month Interviews Completed: 401  
 Production HPI: 3.14  
 Average Attempts / lw: 7.3  
 lw length: 31.24  
 Response Rate: 72%

**Special Issues**

**Cost**  
**Mar 09, 2020**

**Total Cost to Date (Direct + Indirect):** 217,825.62  
**Estimated Cost at Completion (E\$AC):** 460,120.59  
**Total Budget:** 471,539.00  
**Variance (Budget minus E\$AC):** -11,418.41  
**Reason For Variance:**

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

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

**Projections**  
**Mar 09, 2020**

**Dollars Projected For Month:** 37,969.41  
**Actual Dollars Used:** 33,067.19  
**Variance (Projected minus Actual):** 4,902.22  
**Reason For Variance:**

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

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>	See Monthly Updates		
<b>Goal at Completion:</b>			
<b>Current actual:</b>			
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**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)

<b>Other Project Names:</b>	EDC Program Evaluation
<b>Sample Mgmt Sys</b>	YCombinator Research Basic Income Study
<b>Data Col Tool</b>	SurveyTrak
<b>Hardware</b>	Blaise 4.8
<b>DE Software</b>	Laptop
<b>QC Recording Tool</b>	NA
<b>Incentive</b>	NA
<b>Administration</b>	NA
<b>Payment Type</b>	NA
<b>Payment Method</b>	NA

Report Period	Feb, 2020 (EDCPE)	Project Phase	Implementing																								
Risk Level	Some Concerns																										
Monthly Update	<p>New sample was delivered to SRO but it was quite a bit less than expected. Although production efficiency has improved, it is still below what would be needed to ensure full enrollment at or near to current projected field period.</p> <p>SRO continued working on a revised budget and Memo to present the PIs with realistic financial information as to what it will take to accomplish the goals as they are currently set out for the project. The memo will be delivered in March.</p> <p>YCR continues to request revisions and additions to SurveyTrak and Blaise and this is a contributing factor to the projected increased overrun.</p> <p>Project Team is encountering data delivery issues in terms of having available resource to pull data requested by PIs and deliver in a reasonable time.</p>																										
Special Issues	<p>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.</p> <p>Promised sample has not been received and this is reducing efficiency, productivity, affecting RR, and increasing projected costs.</p>																										
Cost																											
Feb 29, 2020	Total Cost to Date (Direct + Indirect):	1,594,359.01																									
	Estimated Cost at Completion (E\$AC):	2,338,997.59																									
	Total Budget:	1,963,818.00																									
	Variance (Budget minus E\$AC):	-375,179.59																									
	Reason For Variance:	10/2019																									
		There is a budget overrun due to violation of various assumptions on which the budget was based such as sample received, interview length, production locations, hosting rates, extensive changes to the questionnaire. The EDC team has been notified about a ~80% of the over-run.																									
Projections	Dollars Projected For Month:	167,504.60																									
Feb 29, 2020	Actual Dollars Used:	183,670.45																									
	Variance (Projected minus Actual):	-16,165.85																									
	Reason For Variance:	Travel hours, programming, material printing and mailing were more than projected - projections were based on data available from previous months.																									
Measures	<table><thead><tr><th></th><th>Units Complete</th><th>RR</th><th>HPI</th></tr></thead><tbody><tr><td>Current Goal:</td><td></td><td></td><td></td></tr><tr><td>Goal at Completion:</td><td></td><td></td><td></td></tr><tr><td>Current actual:</td><td></td><td></td><td></td></tr><tr><td>Estimate at Complete:</td><td></td><td></td><td></td></tr><tr><td>Variance:</td><td></td><td></td><td></td></tr></tbody></table>				Units Complete	RR	HPI	Current Goal:				Goal at Completion:				Current actual:				Estimate at Complete:				Variance:			
	Units Complete	RR	HPI																								
Current Goal:																											
Goal at Completion:																											
Current actual:																											
Estimate at Complete:																											
Variance:																											
Other Measures																											

<b>Project Name</b>	Health and Retirement Study 2018 (HRS 2018)												
<b>Project Mode</b>	Primary: Mixed	Secondary: Web	Total of Modes: 3										
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b> Current										
<b>Budget</b>	<b>Direct Budget:</b> 13,337,980.00	<b>Indirect Budget:</b> 4,801,674.00	<b>Total Budget:</b> 18,139,654.00										
<b>Principal Investigator/Client</b>	David Weir (ISR-SRC)												
<b>Funding Agency</b>													
<b>IRB</b>	<b>HUM#:</b> HUM00061128	<b>Period Of Approval:</b>											
<b>Project Team</b>	<b>Project Lead:</b> Nicole G Kirgis <b>Budget Analyst:</b> Richard Warren Krause <b>Production Manager:</b> Stephanie Sullivan <b>Senior Project Advisor:</b> Mary P Maher <b>Production Manager:</b> Rebecca Gatward <b>Production Manager:</b> Jennifer C Arrieta												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<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 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.</p>												
<b>SRO Project Period</b>	01/2018 - 06/2018												
<b>Data Col Period</b>	04/2018 - 04/2019												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 01/01/2018</td> <td><b>Pretest Start:</b> 02/02/2018</td> </tr> <tr> <td><b>Pretest End:</b> 02/10/2018</td> <td><b>Recruitment Start:</b></td> </tr> <tr> <td><b>Staffing Completed:</b></td> <td><b>GIT Start:</b> 04/07/2018</td> </tr> <tr> <td><b>SS Train Start:</b> 04/09/2018</td> <td><b>SS Train End:</b> 04/14/2018</td> </tr> <tr> <td><b>DC Start:</b> 04/19/2018</td> <td><b>DC End:</b> 06/01/2019</td> </tr> </table>			<b>PreProduction Start:</b> 01/01/2018	<b>Pretest Start:</b> 02/02/2018	<b>Pretest End:</b> 02/10/2018	<b>Recruitment Start:</b>	<b>Staffing Completed:</b>	<b>GIT Start:</b> 04/07/2018	<b>SS Train Start:</b> 04/09/2018	<b>SS Train End:</b> 04/14/2018	<b>DC Start:</b> 04/19/2018	<b>DC End:</b> 06/01/2019
<b>PreProduction Start:</b> 01/01/2018	<b>Pretest Start:</b> 02/02/2018												
<b>Pretest End:</b> 02/10/2018	<b>Recruitment Start:</b>												
<b>Staffing Completed:</b>	<b>GIT Start:</b> 04/07/2018												
<b>SS Train Start:</b> 04/09/2018	<b>SS Train End:</b> 04/14/2018												
<b>DC Start:</b> 04/19/2018	<b>DC End:</b> 06/01/2019												
<b>Other Project Team Members:</b>	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).												
<b>Other Project Names:</b>													
<b>Sample Mgmt Sys</b>	SurveyTrak; MSMS												
<b>Data Col Tool</b>	Blaise 5; SAQ												
<b>Hardware</b>	Laptop; [UM cell] Phone; Paper and Pencil; Other												
<b>DE Software</b>	NA												
<b>QC Recording Tool</b>	NA												
<b>Incentive</b>	Yes, R; Yes, INF												
<b>Administration</b>	NA												
<b>Payment Type</b>	Check, prepaid (80.00); Cash, post (20.00)												
<b>Payment Method</b>	Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox)												

<b>Report Period</b>	Feb, 2020 (HRS 2018)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	HRS 2018: Cost monitoring was the only activity during month of February.		

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

been allocated by HRS project staff.

### Special Issues

#### Cost

Feb 29, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	18,142,738.51
<b>Estimated Cost at Completion (E\$AC):</b>	18,142,738.51
<b>Total Budget:</b>	18,139,654.00
<b>Variance (Budget minus E\$AC):</b>	-3,084.51
<b>Reason For Variance:</b>	

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

#### Projections

Feb 29, 2020

<b>Dollars Projected For Month:</b>	0.00
<b>Actual Dollars Used:</b>	497.47
<b>Variance (Projected minus Actual):</b>	-497.47
<b>Reason For Variance:</b>	

Variance is due to non-salary items such as postage and respondent tokens hitting that were not projected.

#### Measures

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

#### Other Measures

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

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

<b>Report Period</b>	Feb, 2020 (HRS 2020)	<b>Project Phase</b>	Planning
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	The team focused on technical development, systems testing, interviewer supplies, precontact mailing preparations, interviewer training, sample assignments, and prod test in preparation for a March 2nd start to data collection.		
<b>Special Issues</b>			

**Cost**  
**Feb 29, 2020**

**Total Cost to Date (Direct + Indirect):** 2,828,699.18  
**Estimated Cost at Completion (E\$AC):** 16,532,923.51  
**Total Budget:** 16,267,431.00  
**Variance (Budget minus E\$AC):** -265,492.51  
**Reason For Variance:** The 6 year renewal proposal, which includes 2020, was based on a targeted dollar amount. 2020 revised projections (approved by project staff) are based the 2018 response rate and 2018 actuals. Estimated over-run has increased an additional \$100k over original projections due adjusting the iver rates to match the predicted rates provide by DCS. Future projections are being reviewed and will be updated in CRS.

**Projections**  
**Feb 29, 2020**

**Dollars Projected For Month:** 2,564,103.79  
**Actual Dollars Used:** 1,427,854.11  
**Variance (Projected minus Actual):** 1,136,249.68  
**Reason For Variance:** Respondent tokens, travel costs related to training, hosting costs, and supply costs did not hit in February as projected. Future projections are being updated accordingly.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>	17/191*	74.3%	8.7
<b>Current actual:</b>			
<b>Estimate at Complete:</b>	17,191	74.3%	8.7
<b>Variance:</b>	0	0	0

**Other Measures**

\*including preferred mode web

<b>Project Name</b>	Health and Wellbeing in Southeast Michigan (H&WB)												
<b>Project Mode</b>	Primary: Face to Face	Total of Modes: 1											
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 1,433,860.00	<b>Indirect Budget:</b> 802,964.00	<b>Total Budget:</b> 2,236,824.00										
<b>Principal Investigator/Client</b>	Kristine Ajrouch (Life Course Development Program, SRC) Toni Antonucchi (Life Course Development Program, SRC) Laura Zahodne (Life Course Development Program, SRC)												
<b>Funding Agency</b>													
<b>IRB</b>	<b>HUM#:</b> HUM00146040	<b>Period Of Approval:</b>	4/9/2020										
<b>Project Team</b>	<b>Project Lead:</b> Juan Carlos Donoso <b>Budget Analyst:</b> Parina Kamdar <b>Production Manager:</b> Theresa Camelo <b>Senior Project Advisor:</b> Kirsten Haakan Alcser <b>Production Manager:</b> Ian Ogden <b>Production Manager:</b> Lisa Van Havermaet												
<b>Proposal #:</b>	no data												
<b>Description:</b>	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.												
<b>SRO Project Period</b>	05/2019 - 08/2020												
<b>Data Col Period</b>	11/2019 - 07/2020												
<b>Security Plan</b>	No												
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>PreProduction Start:</b> 05/01/2019</td> <td style="padding: 5px;"><b>Pretest Start:</b> 11/12/2019</td> </tr> <tr> <td style="padding: 5px;"><b>Pretest End:</b> 12/13/2019</td> <td style="padding: 5px;"><b>Recruitment Start:</b> 08/15/2019</td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b> 03/01/2019</td> <td style="padding: 5px;"><b>GIT Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b></td> <td style="padding: 5px;"><b>SS Train End:</b></td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 04/01/2020</td> <td style="padding: 5px;"><b>DC End:</b> 11/30/2020</td> </tr> </table>			<b>PreProduction Start:</b> 05/01/2019	<b>Pretest Start:</b> 11/12/2019	<b>Pretest End:</b> 12/13/2019	<b>Recruitment Start:</b> 08/15/2019	<b>Staffing Completed:</b> 03/01/2019	<b>GIT Start:</b>	<b>SS Train Start:</b>	<b>SS Train End:</b>	<b>DC Start:</b> 04/01/2020	<b>DC End:</b> 11/30/2020
<b>PreProduction Start:</b> 05/01/2019	<b>Pretest Start:</b> 11/12/2019												
<b>Pretest End:</b> 12/13/2019	<b>Recruitment Start:</b> 08/15/2019												
<b>Staffing Completed:</b> 03/01/2019	<b>GIT Start:</b>												
<b>SS Train Start:</b>	<b>SS Train End:</b>												
<b>DC Start:</b> 04/01/2020	<b>DC End:</b> 11/30/2020												
<b>Other Project Team Members:</b>	Taghreed Lovell, Becky Scherr, Kallan Larsen, Dan Zahs, Pam Swanson, Dave Dybicki, Ashwin Dey, Brad Goodwin, John Gawlas, Paul Burton												
<b>Other Project Names:</b>	Alzheimer's Disease Risk and Ethnic Factors: The Case of Arab Americans												
<b>Sample Mgmt Sys</b>	SurveyTrak												
<b>Data Col Tool</b>	Blaise 4.8												
<b>Hardware</b>	Laptop; [UM cell] Phone; Paper and Pencil												
<b>DE Software</b>	Other (Weblog possibly)												
<b>QC Recording Tool</b>	DRI-CARI; Camtasia												
<b>Incentive</b>	Yes, R; Yes, INF												
<b>Administration</b>	SRO Group												
<b>Payment Type</b>	Cash, prepaid (\$60, \$15)												
<b>Payment Method</b>	Interviewer payment of cash (reimbursed/reconciled via Tenrox)												

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<b>Report Period</b>	Feb, 2020 (H&WB)	<b>Project Phase</b>	Planning
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>The research team and SRO worked to finalize instrument translations. PI team delivered translated instruments but we are still waiting on guidance on some questions asked by SRO regarding specific items in the main and informant Arabic questionnaires.</p> <p>Project team is testing all English instruments in CTT. Arabic translations for cognitive assessments, PMs and saliva collection are also being tested in CTT.</p> <p>Due to the national health emergency caused by COVID-19, the PIs and SRO team decided to postpone training to</p>		

the end of June and main data collection to the beginning of July. We are working to determine the impact these changes will have on the current overrun. Juan Carlos is also working with PDMG supervisors to figure out staff assignments during May and June.

Kirsten and Juan Carlos met with Steve Heeringa to review the current overrun and discuss what caused it and how to move forward. SRC and SRO are considering covering a portion of the \$68K hosting overrun that was the result of an error in budgeting.

#### Saliva Sample:

Originally, SRO submitted a budget of \$91K total (\$58K direct) to PIs for the saliva supplement. However, when the research team sent the budget to the funding agency they asked for \$91K direct (\$142K total). The PIs agreed to allocate the full \$91K direct from the saliva supplement to cover a significant change in scope that is part of the current overrun. Parina was not able to input the additional \$33K direct into CRS because they have not yet been allocated, so only \$58K direct from the saliva supplement are reflected in the current cost report.

#### Special Issues

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

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

After careful review and consideration of future costs for production recruitment and training and for field production staffing needs, we now estimate that total overrun will be higher, at \$203,536. Several key factors contribute to this higher cost estimate, including the following:

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

Cost  
Mar 19, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	744,074.66
<b>Estimated Cost at Completion (E\$AC):</b>	2,440,360.12
<b>Total Budget:</b>	2,236,824.00
<b>Variance (Budget minus E\$AC):</b>	-203,536.12
<b>Reason For Variance:</b>	

The additional days of interviewer training, additional core interview for Social Relations sample, additional programming time and project timeline shift has led to a projected overrun. This will be partially covered by the saliva collection supplemental funding. It is recommended that the budget be reassessed once data collection is underway to determine whether the initial assumptions used for budgeting are accurate. The current overrun does not project the additional expenses that the project will incur due to the postponement of training and main data collection as a result of the COVID-19 crisis.



Projections  
Mar 19, 2020

<i>Dollars Projected For Month:</i>	75,423.22
<i>Actual Dollars Used:</i>	81,177.26
<i>Variance (Projected minus Actual):</i>	-5,754.04
<i>Reason For Variance:</i>	Purchase of supplies for training and fieldwork. Payment for a recruiting event held in Dearborn last month.

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

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

<b>Report Period</b>	Feb, 2020 (HID)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	<p>We have been progressing well with Wave 2 of HID. Testing was completed on-time in late January and early February. Letters were mailed on Friday Feb 14 and our surveys were also live then. The email invitations were sent out on Monday Feb 17. Since then we've achieved a 31% completion rate of the annual survey (which then kicks off the 14 daily surveys). This is approximately 5% behind of where the Wave 1 progress was at this point of the production period last year. In order to further boost the response rate, the MTF Team has asked to extend the open</p>
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period for the annual survey by another two weeks. The means data collection will now finish on April 16, instead of 2 weeks prior to that.

We had one issue that has so far affected 2 respondents. Both mentioned to us that several pages of the annual survey came up blank. We determined these to be the matrix questions in the survey. Matrix questions are those which present the same response options (such as 'strongly disagree', 'disagree', 'agree', 'strongly agree') for multiple question items. We also determined that both respondents were using an older version of the Chrome browser on their Apple Mac computers. Unfortunately, testing all possible survey completion options something we cannot easily test prior to launch since there are hundreds of combinations of devices (PC, Mac, iPhone, Samsung, etc.), operating systems (MAC OS, Windows, Linux, iOS, Android, etc.), and browsers (Chrome, Safari, Firefox, Opera, etc.) that respondents can be using. I encountered this same issue during the PA-STEM project where thousands of respondents completed surveys. And have also heard of this being an issue with Qualtrics surveys. The solution was to have the respondent re-do their surveys on a different device. Additionally we offer respondents another \$40 incentive to do this.

#### Special Issues

##### Cost

Mar 09, 2020

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

##### Projections

Mar 09, 2020

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

#### Measures

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

#### Other Measures

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

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team**

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

**Proposal #:** no data

**Description:**

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

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

**SRO Project Period** 04/2016 - 02/2020

**Data Col Period** 05/2017 - 09/2018

**Security Plan** NA

**Milestone Dates**

**PreProduction Start:** 09/01/2018

**Pretest End:**

**Staffing Completed:** 03/01/2020

**SS Train Start:** 04/16/2020

**DC Start:** 04/24/2020

**Pretest Start:**

**Recruitment Start:** 09/01/2019

**GIT Start:** 04/14/2020

**SS Train End:** 04/26/2020

**DC End:** 11/30/2020

**Other Project**

**Team Members:**

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

<b>Report Period</b>	Feb, 2020 (HCDC, H&C)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	<i>Some Concerns</i>		
<b>Monthly Update</b>	<p>During February 2020, SRC activities included the following:</p> <p>Task 1: Management, Budget and Work Plan</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Participated in biweekly project meetings with research team to discuss scope, cost projections and schedule.</li> <li>• Reviewed/monitored project expenses. Revised and adjusted monthly projections.</li> <li>• Prepared and submitted a quarterly report for activities from November 15, 2019 through February 15, 2020.</li> <li>• Monitored subcontracts and project invoicing and payments.</li> <li>• IRB <ul style="list-style-type: none"> <li>o Submitted amendment package to UM IRB. Amendment includes changes to the Coverscreen, Child instrument, PCG questionnaire, inclusion of SSA consent forms.</li> <li>o Responded to administrative comments from ISR.</li> <li>o Formatted and submitted State/local administrative records-matching consent forms. Updated amendment text to include the new forms and resubmitted amendment.</li> </ul> </li> <li>• Finalized specifications for quality assurance protocols, including interviewer evaluation and interview verification.</li> <li>• Completed orders for consumable supplies for Wave 2 production interviewing.</li> <li>• Began updating manual chapters for Wave 2 training.</li> <li>• <ul style="list-style-type: none"> <li>o Scripted new training videos on physical measurements and biomarkers. Scripted training video to update interviewers on the Wave 1 data collection.</li> </ul> </li> <li>• Developed and provided ballpark budget for panel maintenance activities.</li> </ul> <p>Task 2: Sampling</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Continued development of design for Wave 2 population sample.</li> <li>• Modified Wave 2 sampling plan to include families with no children interviewed in Wave 1, in addition to children in 2-child families who were not interviewed.</li> <li>o Began modification of preload data</li> </ul> <p>Task 3: Questionnaire Development</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Updated PCG and Child instrument specifications to include administration of state-level social security forms.</li> <li>• Continued review of Spanish translations provided by the research team.</li> <li>• Finalized reformatting the Spanish-language SAQs.</li> <li>• Continued work to format the English versions of the PCG consent brochures.</li> <li>• Modified preload and postload specifications.</li> <li>• Tested instruments and sample management system.</li> <li>• Began integrated testing of all instruments.</li> <li>• Received an inventoried supplies. Began testing and battery replacement in interviewing equipment. Checked equipment calibration.</li> <li>• Finalize specification for kitted materials. Modified sample numbers for specification.</li> </ul> <p>Task 4: CAI Programming</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Continued programming changes and updates to PCG interview.</li> <li>• Incorporated preload and postload elements to all instruments.</li> </ul>		

## Task 5: Systems Programming

## % Task Spent to date

- Finalized the locating instrument.
- Continued programming the Wave 2 sample management system.
- Programmed initial field management application (Webtrak).

## Tasks 6, 7: Interviewer Recruitment &amp; Hiring, Training

## 91% Task Spent to Date

- Conducted in-person interviews with applicants in Cleveland and Dallas. Selected candidates, began hiring paperwork.
- Reviewed and modified Wave 1 training agenda.
- Began creation of Wave 2 training materials.
- Set up train-the-trainer meetings for physical measures/biomarkers, laser-tape measurements, Woodcock-Johnson administration.

## Task 8: Main Data Collection

## % Task Spent to Date

- Prepared and shipped locating mailing.
- Logged returns and updates from locating mailing.
- Conducted in-depth locating activities for sample members with undeliverable mail.

## Task 9: Post Collection Processing

## % Task Spent to Date

- No effort this month.

## Task 10: Weighting

## % Task Spent to Date

- No effort this month.

## Task 11: Final Data Deliverables

## % Task Spent to Date

- No effort this month.

**Special Issues**Areas of Concern (changes shown in *italics*):

## Wave 2

- The project will be delayed due to the coronavirus epidemic. The extent of the delay is unknown, and may impact interviewer retention. The delay will impact project cost due to the unanticipated delay of training (facility costs) as well as ongoing management costs.
- The PCG questionnaires (in-area and out-of-area) for Wave 2 were not finalized by Aug 9. SRC added resources to allow us to meet revised questionnaire specification and IRB schedule for Wave 2, leading to increased costs over what is currently projected. This also reduced or eliminated any flexibility to accommodate further scope modifications.
- Programming hours for fundamental structural changes to the Wave 2 PCG instrument, the addition of a household screener/exit interview, in addition to changes to the finalized household screener/exit interview that were announced in November 2019 after final specifications had been delivered and programming started. This additional effort may exceed the budget, which assumed only 25% programming change between Waves.
- High interviewer attrition at Wave 1 and one year delay of data collection will require either that the project hire more new interviewers at Wave 2 than planned (24 new hires anticipated at Wave 2) or that we plan for a larger number of traveling on-staff interviewers than originally budgeted. The higher number of new hires will require the addition of one team leader to the field management staff; a higher number of traveling interviewers will increase travel costs.
- The delay in the data collection field period from 2019 to 2020 will increase fixed costs associated with project and production management. Delays will also impact hourly rates for all staff including data collection staff, may lead to increased locating costs, and will likely impact the number of new hires needed.
- Delays in the start of respondent contact/locating efforts may lead to more intensive locating needs during the Wave 2 data collection, over and above what has been budgeted.

## Wave 2 Work Scope Changes:

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

**Cost**  
**Mar 10, 2020**

**Total Cost to Date (Direct + Indirect):** 9,297,540.79  
**Estimated Cost at Completion (E\$AC):** 11,858,702.37  
**Total Budget:** 11,843,058.00  
**Variance (Budget minus E\$AC):** -15,664.37  
**Reason For Variance:** The overrun is underestimated because of a project delay due to the coronavirus pause. Significant work scope changes have led to increased programming and management costs.

**Projections**  
**Mar 10, 2020**

**Dollars Projected For Month:** 131,835.00  
**Actual Dollars Used:** 81,272.89  
**Variance (Projected minus Actual):** 50,562.11  
**Reason For Variance:** Indirect cost was not calculated or applied during February. Domestic travel was projected during February for recruitment but has not yet hit the financial statements. Similarly, supplies and printing costs were projected and incurred but have not yet been invoiced. Programming costs were far lower than estimated due to staff absences and other delays. These costs will hit the March statements.

**Measures**

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

**Other Measures**

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

<b>Report Period</b>	Feb, 2020 (CAMS 2019)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	General summary for monthly activities: - Decreased logging as a result of decrease returned questionnaires - Continued shipping of completed questionnaires over to study staff - Cost monitoring		
<b>Special Issues</b>	N/A		



**Cost**  
**Feb 29, 2020**

**Total Cost to Date (Direct + Indirect):** 469,168.32  
**Estimated Cost at Completion (E\$AC):** 405,852.81  
**Total Budget:** 415,183.56  
**Variance (Budget minus E\$AC):** 9,330.74  
**Reason For Variance:** Higher rate of voids projected for project overall based on lower response rate and number of cashed checks to date.

**Projections**  
**Feb 29, 2020**

**Dollars Projected For Month:** -5,740.18  
**Actual Dollars Used:** -5,856.27  
**Variance (Projected minus Actual):** 116.09  
**Reason For Variance:** Small variance due to more a few more checks being voided in February than originally projected.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>	5,778	67%	
<b>Goal at Completion:</b>	5,778	67%	
<b>Current actual:</b>	4,613	58%	
<b>Estimate at Complete:</b>		58%	
<b>Variance:</b>		9%	

**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

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**Report Period** Feb, 2020 (HRS - LHMS Spring 2019)      **Project Phase** Initiation  
**Risk Level** On Track  
**Monthly Update** Completed questionnaires were logged and shipped to the scanning vendor.

**Special Issues**

**Cost**  
**Mar 10, 2020**

<i>Total Cost to Date (Direct + Indirect):</i>	447,488.32
<i>Estimated Cost at Completion (E\$AC):</i>	536,133.61
<i>Total Budget:</i>	691,201.00
<i>Variance (Budget minus E\$AC):</i>	155,067.00
<i>Reason For Variance:</i>	Extremely low response rates and a truncation of the telephone data collection period is leading to the underrun.

**Projections**  
**Mar 10, 2020**

<i>Dollars Projected For Month:</i>	7,101.00
<i>Actual Dollars Used:</i>	645.00
<i>Variance (Projected minus Actual):</i>	6,455.00
<i>Reason For Variance:</i>	An expected billing from the scanning vendor did not hit the project. Coding is delayed pending the completion of other HRS coding projects.

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

<b>Report Period</b>	Feb, 2020 (HRS-Neuro)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	Some Concerns
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<b>Monthly Update</b>	[Project Status] Remains in "Some Concerns" status.
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[COVID-19 / UMOR Directive] On 3/9/2020 one of the three imaging sites (Columbia University Medical Center)

suspended all non-interventional research and on 3/11, we moved to suspend all recruitment in the NY-Region. On 3/13/2020 UMOR suspended all non-therapeutic human subjects research requiring FTF interactions and, as of 3/15 all Neuroimaging teams (SRO, n=3 imaging site teams) have been notified and asked to halt all effort. Effort continues to official place cases on hold in our systems.

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[HRS 2020 Coordination, Sample Release Schedule and Workflow] With the suspension of FTF work nationally, we are working with the HRS 2020 team to put on hold in Neuroimaging all cases whose preferred mode in HRS 2020 is TEL or FTF toward shifting them to HRS 2020 Production. It is not yet known when Neuroimaging data collection can resume, but with this decision some number of Neuroimaging cases will be worked in HRS 2020 before Neuroimaging. This reflects a change in the pilot's workflow for some number of respondents.

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[HRS 2020 Sample Release Issue] As the HRS 2020 Production neared with Neuroimaging then expected to continue through ~October, 2020, the plan had been to hold all members of the Neuroimaging sample (n=466) from release in HRS 2020 until after HRS training and production launch. In mid-March it became clear that a relatively small number of cases had been released and worked in HRS 2020 in error (n=67), resulting in some respondents being active in both projects at once or contacted in quick succession (no more than n=15).

Efforts to resolve any parallel work were rendered moot by the halting of Neuroimaging production on 3/14/2020.

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[Site Communications and Data-Entry]

In mid-February, updated site communication protocols were shared with imaging sites toward increasing frequency of attempts and increasing promptness of updates to Weblog (our sample-management tool / data capture system for imaging site teams). During a subsequent meeting, no concerns were expressed surrounding these communication protocols.

Several weeks later it was not clear that, among those sites where communication and reporting issues had been observed, these issues had been addressed. Near-term monitoring of site effort suspended due to 3/14 production stoppage.

Units completed below may not be up-to-date due to delayed data-entry by 1-2 imaging sites.

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## Special Issues

- (1) [New] Coordinating effectively with HRS 2020 / HCAP following decision to shift (some) non-final Neuroimaging cases into HRS 2020 in mid-March.
- (2) [New] Determining follow-on effects of both (a) 3/13 UMOR directive and (b) related revision of Neuroimaging->HRS2020 workflow.
- (3) [Ongoing] Determining appropriate effort / yield when relying on self-managing partner sites over whose practices and operations we have little-to-no leverage;
- (4) [Ongoing] Ensuring effective monitoring in the absence of coordinating center staff with clinical expertise;
- (5) [Ongoing] Examining success of pilot in involving underrepresented groups (as compared with a volunteer-sample)

Cost  
Feb 29, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	189,202.83
<b>Estimated Cost at Completion (E\$AC):</b>	223,547.18
<b>Total Budget:</b>	186,301.00
<b>Variance (Budget minus E\$AC):</b>	-37,246.18
<b>Reason For Variance:</b>	August, 2019: SRO projections updated to reflect extension of the data collection period (~\$36,000 of projected overrun)
	December, 2019: SRO projections updated once again to reflect an approximate doubling of the pilot study sample (~\$26,000 of the projected overrun).
	January, 2020: Per SRC-HRS team, PDMG management hours will be shifted to HCAP 2020 from 1/1/2020, reducing the projected overrun to ~\$37,000. Additional funds to cover this balance are pending.

As of 3/15/2020, no significant changes following the three updates above.

Projections  
Feb 29, 2020

<b>Dollars Projected For Month:</b>	4,804.67
<b>Actual Dollars Used:</b>	8,880.22
<b>Variance (Projected minus Actual):</b>	-4,075.55

**Reason For Variance:**

As noted in 12/2019 update, additional sample will result in a larger number of respondent checks being printed, but ultimately voided; final realized costs will settle at (or below) \$21,000. The budget analyst adjust future projections to ensure a final Respondents/Subjects cost of \$21,000 is maintained.

Note: Because of the larger number of respondent checks being printed, the Research and Development Fee (significant for this project - \$2,151.82 in 02/2020) will also increase. The Neuroimaging budget analyst has confirmed that the R&D Fee tracks project costs in both upward and downward directions; as such, when the analyst enters negative Respondents/Subjects projections in future months to maintain a final cost of \$21,000, the projected R&D Fee will be reduced (perhaps negative) accordingly.

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>	105	65%	1.0
<b>Goal at Completion:</b>	[pending]	[pending]	[pending]
<b>Current actual:</b>	30	20.3%	1.7
<b>Estimate at Complete:</b>	[pending]	[pending]	[pending]
<b>Variance:</b>	[pending]	[pending]	[pending]

**Other Measures**

As of 3/15/2020:

[SRO Recruitment Rate - Goal] - 90.0%

[Projected SRO Recruitment Rate] - 58.5% (126 recruited / 215 finalized); 93 non-final

[Projected Completion / Scan Rate] 20.3% (30 completed / 148 finalized across recruitment & scanning phases).

<b>Project Name</b>	HRS Off Year Mail Survey 2019 (OYMS 2019)					
<b>Project Mode</b>	Primary: Mail	Secondary: Telephone	Total of Modes: 2			
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b>	857,251.00	<b>Indirect Budget:</b>	361,169.00		
			<b>Total Budget:</b>	1,218,420.00		
<b>Principal Investigator/Client</b>	David Weir (ISR/SRC) Helen Levy (ISR/SRC) Jacqui Smith (ISR/SRC)					
<b>Funding Agency</b>						
<b>IRB</b>	<b>HUM#:</b>	HUM00168761	<b>Period Of Approval:</b>			
<b>Project Team</b>	<b>Project Lead:</b>	Daniah Buageila				
	<b>Budget Analyst:</b>	Grace Tison				
	<b>Production Manager:</b>	Russell W Stark				
	<b>Senior Project Advisor:</b>	Nicole G Kirgis				
	<b>Production Manager:</b>	Jennifer C Arrieta				
	<b>Production Manager:</b>					
<b>Proposal #:</b>	no data					
<b>Description:</b>	<p>OYMS is part of the Health and Retirement (HRS). The goal of OYMS is to gather additional data on health and life history from participants in the HRS. In 2019, a paper questionnaire will be mailed to approximately 13,000 respondents of which 6,500 will be sent the health survey, and the other 6,500 the life history survey. Telephone follow-up will be conducted in the SSL with a sub-set of LHMS non-responders.</p> <p>HUM00168761 is for the Health Survey HUM00106904 is for the Life History Mail Survey</p>					
<b>SRO Project Period</b>	06/2019 - 05/2020					
<b>Data Col Period</b>	10/2019 - 04/2020					
<b>Security Plan</b>	NA					
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b> 11/15/2019  <b>DC Start:</b> 10/21/2019 </td> <td style="padding: 5px;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b> 11/15/2019  <b>DC End:</b> 05/01/2020 </td> </tr> </table>				<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> 11/15/2019 <b>DC Start:</b> 10/21/2019	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> 11/15/2019 <b>DC End:</b> 05/01/2020
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> 11/15/2019 <b>DC Start:</b> 10/21/2019	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> 11/15/2019 <b>DC End:</b> 05/01/2020					
<b>Other Project Team Members:</b>	Non-Response Project Manager: James Koopman Programmer: Ashwin Dey Data Manager: TBD Project Assistant: Janet McBride, Debra Heier OYMS					
<b>Other Project Names:</b>						
<b>Sample Mgmt Sys</b>	Other (Weblog)					
<b>Data Col Tool</b>	SAQ					
<b>Hardware</b>	Paper and Pencil					
<b>DE Software</b>	External vendor (DataForce)					
<b>QC Recording Tool</b>	N/A					
<b>Incentive</b>	Yes, R					
<b>Administration</b>	N/A					
<b>Payment Type</b>	Check, prepaid (\$25)					
<b>Payment Method</b>	Check through other system (Excel sheet to business office)					

<b>Report Period</b>	Feb, 2020 (OYMS 2019)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>The final health survey mailing was sent out on February 5th to respondents. LHMS completed questionnaires continue to be sent to DataForce for scanning. We are still working with the PIs and Dataforce to finalize the health survey schema so scanning of completed questionnaires can begin.</p> <p>Health Survey RR: 83% LHMS Questionnaire only protocol RR: 38%</p>		

LHMS Non-response protocol RR: 12%

**Special Issues****Cost**

Feb 29, 2020

**Total Cost to Date (Direct + Indirect):** 763,510.37**Estimated Cost at Completion (E\$AC):** 889,435.05**Total Budget:** 1,218,420.00**Variance (Budget minus E\$AC):** 318,213.05**Reason For Variance:**

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

**Projections**

Feb 29, 2020

**Dollars Projected For Month:** 64,520.90**Actual Dollars Used:** 17,197.76**Variance (Projected minus Actual):** 47,323.14**Reason For Variance:**

Dataforce hasn't started scanning completed health questionnaires and check voids hit in February that were projected for a future month. Projection have been updated for these accordingly.

**Measures**

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

**Other Measures**



<b>Project Name</b>	India Human Development Survey Wave 3 (IHDS3)				
<b>Project Mode</b>	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2		
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 333,895.61	<b>Indirect Budget:</b> 198,006.92	<b>Total Budget:</b> 531,902.53		
<b>Principal Investigator/Client</b>	Sonalde Desai (University of Maryland) Stephanie Chardoul (University of Michigan ) Santanu Pramanik (National Council of Applied Economic Research)				
<b>Funding Agency</b>	National Institutes of Health, Department of Health and Human Services				
<b>IRB</b>	<b>HUM#:</b>	<b>Period Of Approval:</b>			
<b>Project Team</b>	<b>Project Lead:</b> Gina-Qian Yang Cheung <b>Budget Analyst:</b> Carl S Remmert <b>Production Manager:</b> <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> Sarah Elisa Broumand <b>Production Manager:</b> Jennifer M Kelley				
<b>Proposal #:</b>	no data				
<b>Description:</b>	The India Human Development Survey (IHDS) is a nationally representative, multi-topic, longitudinal survey of 41,554 households in 1503 villages and 971 urban neighborhoods across India. The first round of interviews were completed in 2004-5; data are publicly available through ICPSR. A second round of IHDS reinterviewed most of these households in 2011-12 (N=42,152). SRC joins IHDS Wave 3 to automate data collection, the scope of work includes methodological design, sample design, questionnaire design, technical instrument design, supervisor/interviewer training, production monitoring, quality control, data dissemination, and 2-3 weekly conference calls for capacity building.				
<b>SRO Project Period</b>	01/2019 - 05/2022				
<b>Data Col Period</b>	06/2020 - 05/2022				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="text-align: center; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	Project Management Team Stephanie Chardoul -- Senior Project Advisor (SPA) Gina Cheung - Lead Project Manager and Tech Lead Sarah Broumand - Project Manager Jennifer Kelley - Project Manager  Programming Team Collette Keyser - Blaise Marsha Skoman - SurveyTrak Holly Ackerman - WebTrak Ashwin Dey - Offline Transfer Cheng Zhou - Sync  HelpDesk Team Genise Pattullo Emmanuel Ellis Andrea Pierce  Data Manager Team Jonathan Harrison Matthew Sciborski  DBA Team LihShwu Ke Cheng Zhou				

## Other Project

## Names:

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

<b>Report Period</b>	Feb, 2020 (IHDS3)	<b>Project Phase</b>	Implementing																								
<b>Risk Level</b>	On Track																										
<b>Monthly Update</b>	<p>The project continues to be in pre-production phase. Due to the size and complexity of the project meetings are being held on how to best design the technical systems and infrastructure. Questionnaire programming is underway, with the tracking interview and portions of the household interview started. This past month, the team has been meeting frequently with the client to document all project requirements and design decisions.</p> <p>Meeting with TSG have been held to keep the staff informed and help with the project design.</p>																										
<b>Special Issues</b>	<p>There are several concerns, with the foremost as the timeline, given the size and complexity of the project. The other concerns include:</p> <ul style="list-style-type: none"> <li>● Receiving timely CRQs and translations from the client <ul style="list-style-type: none"> <li>○ Mitigation: Created a timeline and shared with the customer. Reminding client frequently about time sensitive do-outs.</li> </ul> </li> <li>● SRO staffing - this is the largest and one of the most complex projects and there is concern about having enough staff to fully support the project <ul style="list-style-type: none"> <li>○ Mitigation: <ul style="list-style-type: none"> <li>■ Exploring ways to give the NCAER staff more responsibilities for certain data management tasks</li> <li>■ Working closely with NCAER to keep the timeline on track to avoid unnecessary rework</li> <li>■ Filtering communication from NCAER to programmers to help control the scope</li> </ul> </li> </ul> </li> </ul> <p>Technical infrastructure - how to best design (e.g., one database or 12 databases for each of the 12 agencies, offline transfers, the client will share laptops across agencies, etc.)</p> <ul style="list-style-type: none"> <li>○ Mitigation: <ul style="list-style-type: none"> <li>■ Consulting with CMT, DBA administrators to identify issues with either design and prepare for possible performance bottlenecks</li> <li>■ Purchased a new firewall to help with connection speed issues</li> <li>■ Working with NCAER to understand their needs early on in the process</li> </ul> </li> </ul>																										
<b>Cost</b>																											
<b>Feb 29, 2020</b>	<b>Total Cost to Date (Direct + Indirect):</b> <b>Estimated Cost at Completion (E\$AC):</b> <b>Total Budget:</b> <b>Variance (Budget minus E\$AC):</b> <b>Reason For Variance:</b>	126,688.69 601,005.86 531,902.53 -41,121.33 There was a high ramp up of hours earlier in 2019 that has taken time for the project to level off. This project is also receiving additional funding that will help mitigate any budget overruns.																									
<b>Projections</b>																											
<b>Feb 29, 2020</b>	<b>Dollars Projected For Month:</b> <b>Actual Dollars Used:</b> <b>Variance (Projected minus Actual):</b> <b>Reason For Variance:</b>	52,217.54 26,336.58 25,880.04 TSG staff have been heavily involved with other project needs that have prevented the hours from being consumed as originally planned.																									
<b>Measures</b>	<table border="1"> <thead> <tr> <th></th><th>Units Complete</th><th>RR</th><th>HPI</th></tr> </thead> <tbody> <tr> <td><b>Current Goal:</b></td><td></td><td></td><td></td></tr> <tr> <td><b>Goal at Completion:</b></td><td></td><td></td><td></td></tr> <tr> <td><b>Current actual:</b></td><td></td><td></td><td></td></tr> <tr> <td><b>Estimate at Complete:</b></td><td></td><td></td><td></td></tr> <tr> <td><b>Variance:</b></td><td></td><td></td><td></td></tr> </tbody> </table>				Units Complete	RR	HPI	<b>Current Goal:</b>				<b>Goal at Completion:</b>				<b>Current actual:</b>				<b>Estimate at Complete:</b>				<b>Variance:</b>			
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<b>Estimate at Complete:</b>																											
<b>Variance:</b>																											

**Other Measures**

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

<b>Report Period</b>	Feb, 2020 (MTF Web 2020)	<b>Project Phase</b>	Planning
<b>Risk Level</b>	On Track		

**Monthly Update**

Preparation for Integration testing began. With the huge sample (~16,000), SRO has talked with Study Staff and there is agreement that all emails will go out in 3 replicates. There are 7 new email templates, in addition to the previous (11 in total) so SRO has busy setting up the Illume schedule and protocol. Also in February RLM and Lab SMS programming began, as well as updates to the Web SMS.

**Special Issues****Cost****Feb 29, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	589,480.47
<b>Estimated Cost at Completion (E\$AC):</b>	849,033.10
<b>Total Budget:</b>	943,599.00
<b>Variance (Budget minus E\$AC):</b>	94,565.90
<b>Reason For Variance:</b>	Includes an under-run carried over from 2019. project just loaded and projections need to be updated.

**Projections****Feb 29, 2020**

<b>Dollars Projected For Month:</b>	9,729.02
<b>Actual Dollars Used:</b>	7,097.43
<b>Variance (Projected minus Actual):</b>	2,631.59
<b>Reason For Variance:</b>	Slightly off on projected hours

**Measures**

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

**Other Measures**

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

<b>Report Period</b>	Feb, 2020 (NDIC DMAS)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	We launched production for both Q4 and Endline projects. due to the limited the integration tests, there are a few of bugs both in ST and data models were discovered. New data models and SurveyTrak both are updated. the project
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is on going .

**Special Issues**

many problems discovered after the production launch

**Cost**

**Feb 28, 2020**

***Total Cost to Date (Direct + Indirect):*** 450,261.00  
***Estimated Cost at Completion (E\$AC):*** 404,692.74  
***Total Budget:*** 450,261.00  
***Variance (Budget minus E\$AC):*** 45,568.26  
***Reason For Variance:*** on target

**Projections**

**Feb 28, 2020**

***Dollars Projected For Month:*** 33,931.48  
***Actual Dollars Used:*** 33,572.17  
***Variance (Projected minus Actual):*** 359.00  
***Reason For Variance:*** on Target!

**Measures**

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

**Other Measures**

<b>Project Name</b>	Panel Study of Income Dynamics 2019 (PSID19)												
<b>Project Mode</b>	Primary: Telephone	Secondary: Face to Face	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 4,878,942.00	<b>Indirect Budget:</b> 2,683,420.00	<b>Total Budget:</b> 7,562,362.00										
<b>Principal Investigator/Client</b>	David Johnson (UM) Katherine McGonagle (UM) Vicki Freedman (UM)												
<b>Funding Agency</b>	NSF, NIA, NICHD, The Office of the Assistant Secretary for Planning and Evaluation of the United States, DHHS, The Economic												
<b>IRB</b>	<b>HUM#:</b> HUM00062417	<b>Period Of Approval:</b>	1/23/2019 - 1/22/20										
<b>Project Team</b>	<b>Project Lead:</b> Shonda R Kruger-Ndiaye <b>Budget Analyst:</b> Megan Gomez-Mesquita <b>Production Manager:</b> Sarah Crane <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<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>												
<b>SRO Project Period</b>	05/2018 - 03/2020												
<b>Data Col Period</b>	02/2019 - 12/2019												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>PreProduction Start:</b> 05/01/2018</td> <td style="padding: 5px;"><b>Pretest Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Pretest End:</b></td> <td style="padding: 5px;"><b>Recruitment Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b></td> <td style="padding: 5px;"><b>GIT Start:</b> 02/19/2019</td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b> 02/17/2019</td> <td style="padding: 5px;"><b>SS Train End:</b> 02/26/2019</td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 02/28/2019</td> <td style="padding: 5px;"><b>DC End:</b> 12/31/2019</td> </tr> </table>			<b>PreProduction Start:</b> 05/01/2018	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b>	<b>Staffing Completed:</b>	<b>GIT Start:</b> 02/19/2019	<b>SS Train Start:</b> 02/17/2019	<b>SS Train End:</b> 02/26/2019	<b>DC Start:</b> 02/28/2019	<b>DC End:</b> 12/31/2019
<b>PreProduction Start:</b> 05/01/2018	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b>												
<b>Staffing Completed:</b>	<b>GIT Start:</b> 02/19/2019												
<b>SS Train Start:</b> 02/17/2019	<b>SS Train End:</b> 02/26/2019												
<b>DC Start:</b> 02/28/2019	<b>DC End:</b> 12/31/2019												
<b>Other Project Team Members:</b>	Additional Production Managers: Stacy Quisenberry, Russ Stark Tech Lead: Jeff Smith												
<b>Other Project Names:</b>	Family Economics Study 2019, PSID Core 2019												
<b>Sample Mgmt Sys</b>	SurveyTrak												
<b>Data Col Tool</b>	Blaise 4.8												
<b>Hardware</b>	Laptop; Desktop; [UM cell] Phone												
<b>DE Software</b>	N/A												
<b>QC Recording Tool</b>	Camtasia												
<b>Incentive</b>	Yes, R; Yes, INF; Yes, Other (Proxy, Locator)												
<b>Administration</b>	ISR Group (PSID)												
<b>Payment Type</b>	Check, post (Varies); Cash, post (Varies)												
<b>Payment Method</b>	Check through other system (PSID-RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (P\$												

<b>Report Period</b>	Feb, 2020 (PSID19)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	February work was mostly Core 2021 development, although some lingering 2019 close-out activities continued within DCS. Calls to the toll-free line (usually payment-related) also continued.		



**Special Issues**

**Cost**  
**Feb 29, 2020**

*Total Cost to Date (Direct + Indirect):* 7,306,301.81  
*Estimated Cost at Completion (E\$AC):* 7,334,820.13  
*Total Budget:* 7,562,362.00  
*Variance (Budget minus E\$AC):* 227,541.87  
*Reason For Variance:* Lower HPI than budgeted, lower travel costs, some lower salary costs.

**Projections**  
**Feb 29, 2020**

*Dollars Projected For Month:* 39,487.11  
*Actual Dollars Used:* 27,896.11  
*Variance (Projected minus Actual):* 11,591.00  
*Reason For Variance:* The PSID Pls instructed SRO to charge PSID 2021 CAI development time to Core 2019. However, due to a mix-up, it was charged to MM Pilot. ET corrections are forthcoming.

**Measures**

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

**Other Measures**

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

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

**Proposal #:** no data

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

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

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

**SRO Project Period** 01/2019 - 03/2020

**Data Col Period** 10/2019 - 12/2019

**Security Plan** NA

**Milestone Dates**

**PreProduction Start:** 05/01/2019

**Pretest End:**

**Staffing Completed:**

**SS Train Start:** 11/18/2019

**DC Start:** 10/22/2019

**Pretest Start:**

**Recruitment Start:**

**GIT Start:**

**SS Train End:** 11/18/2019

**DC End:** 12/31/2019

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

**Other Project Names:** MM Pilot

**Sample Mgmt Sys** MSMS

**Data Col Tool** Blaise 5

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

**DE Software** N/A

**QC Recording Tool** N/A

**Incentive** Yes, R

**Administration** ISR Group (PSID Staff)

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

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

**Report Period** Feb, 2020 (PSID 2019 Full Pilot)    **Project Phase** Closing

**Risk Level** On Track

**Monthly Update** February work was extremely limited. The project is currently working on delivering post-iw obs data missing for 6 completed iws. Otherwise, we are just waiting for costs to be finalized.

**Special Issues**

**Cost**  
**Feb 29, 2020**

**Total Cost to Date (Direct + Indirect):** 334,400.99  
**Estimated Cost at Completion (E\$AC):** 329,155.00  
**Total Budget:** 327,745.00  
**Variance (Budget minus E\$AC):** -1,410.00  
**Reason For Variance:** The overrun is attributable to increased programmer and management time.  
It will decrease after remaining ET corrections are made.

**Projections**  
**Feb 29, 2020**

**Dollars Projected For Month:** 6,521.64  
**Actual Dollars Used:** 11,924.72  
**Variance (Projected minus Actual):** -5,403.08  
**Reason For Variance:** This month's variance was due mostly to mischarges which are being corrected.

**Measures**

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

**Other Measures**

<b>Project Name</b>	PSID Child Development Supplement V (2019) (CDS-19)												
<b>Project Mode</b>	Primary: Face to Face	Secondary: Telephone	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 5,801,561.00	<b>Indirect Budget:</b> 3,164,398.00	<b>Total Budget:</b> 8,965,959.00										
<b>Principal Investigator/Client</b>	Narayan Sastry (SRC) Paula Fomby (SRC)												
<b>Funding Agency</b>	NICHD, Robert Wood Johnson Foundation												
<b>IRB</b>	<b>HUM#:</b> HUM00075944	<b>Period Of Approval:</b>	6/11/18 - 6/10/19										
<b>Project Team</b>	<b>Project Lead:</b> Rachel Anne Orłowski <b>Budget Analyst:</b> Megan Gomez-Mesquita <b>Production Manager:</b> Dianne G Casey <b>Senior Project Advisor:</b> Stephanie A Chardoul <b>Production Manager:</b> <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	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.												
<b>SRO Project Period</b>	09/2018 - 08/2020												
<b>Data Col Period</b>	09/2019 - 05/2020												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1"> <tr> <td><b>PreProduction Start:</b> 01/07/2019</td> <td><b>Pretest Start:</b> 07/15/2019</td> </tr> <tr> <td><b>Pretest End:</b> 08/04/2019</td> <td><b>Recruitment Start:</b> 05/02/2019</td> </tr> <tr> <td><b>Staffing Completed:</b> 08/05/2019</td> <td><b>GIT Start:</b> 09/16/2019</td> </tr> <tr> <td><b>SS Train Start:</b> 09/18/2019</td> <td><b>SS Train End:</b> 09/23/2019</td> </tr> <tr> <td><b>DC Start:</b> 10/01/2019</td> <td><b>DC End:</b> 05/31/2019</td> </tr> </table>			<b>PreProduction Start:</b> 01/07/2019	<b>Pretest Start:</b> 07/15/2019	<b>Pretest End:</b> 08/04/2019	<b>Recruitment Start:</b> 05/02/2019	<b>Staffing Completed:</b> 08/05/2019	<b>GIT Start:</b> 09/16/2019	<b>SS Train Start:</b> 09/18/2019	<b>SS Train End:</b> 09/23/2019	<b>DC Start:</b> 10/01/2019	<b>DC End:</b> 05/31/2019
<b>PreProduction Start:</b> 01/07/2019	<b>Pretest Start:</b> 07/15/2019												
<b>Pretest End:</b> 08/04/2019	<b>Recruitment Start:</b> 05/02/2019												
<b>Staffing Completed:</b> 08/05/2019	<b>GIT Start:</b> 09/16/2019												
<b>SS Train Start:</b> 09/18/2019	<b>SS Train End:</b> 09/23/2019												
<b>DC Start:</b> 10/01/2019	<b>DC End:</b> 05/31/2019												
<b>Other Project Team Members:</b>													
<b>Other Project Names:</b>													
<b>Sample Mgmt Sys</b>	SurveyTrak												
<b>Data Col Tool</b>	Blaise 4.8												
<b>Hardware</b>	Laptop; [UM cell] Phone												
<b>DE Software</b>	Other												
<b>QC Recording Tool</b>	Camtasia												
<b>Incentive</b>	Yes, R												
<b>Administration</b>	ISR Group (PSID)												
<b>Payment Type</b>	Check, post; Cash, post												
<b>Payment Method</b>	Check through other system (PSID-RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (PS												
<b>Report Period</b>	Feb, 2020 (CDS-19)	<b>Project Phase</b>	Implementing										
<b>Risk Level</b>	Some Concerns												
<b>Monthly Update</b>	Stats as of 3/1 FPR: Coverscreen - 2,637 completes (3,531 lines) PCG - 823 completes (2,651 lines) Child - 1,448 completes (4,943 lines) Other adult - 331 completes (2,431 lines)  Submitted IRB amendment with PCG lw End Game protocol, incentive, and materials; keep appointment/caregiver												

support incentive increase and materials; family size PCG lw bonus and materials; and adolescent materials on 2/11. Received approval on 2/21.

WebLog for reminder calls still in development.

Presented second travel cost analysis on 2/27. February is the month with the most trips to-date. Postponed making a decision on Hold FTF replicates until review of projected response rate comparison.

On 2/3, released PSID Release 4 sample (no TAS holds) - n = 338. Need to finalize split-off process.

Coverscreen End Game Batch 1 (n=600) launched on 2/6. Response rate lower than expected.

CDS PIs, PSID PIs, CDS Survey Directors, and SRO Operational Leadership met on 2/28 to discuss fieldwork strategies since current protocol yielding lower than expected response rates for home visits and adolescent iws. Conducted brief iwer web survey to systematically gather feedback regarding respondent concerns and various field strategies.

#### Special Issues

Iwer effort -- iwers state they do not have enough sample to work full commitment. Not meeting production goals -- will not complete data collection by the end of May.

#### Cost

Feb 29, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	5,387,976.23
<b>Estimated Cost at Completion (E\$AC):</b>	8,901,842.04
<b>Total Budget:</b>	8,965,959.00
<b>Variance (Budget minus E\$AC):</b>	64,116.96
<b>Reason For Variance:</b>	Underrun has increased primarily due lower field and SRO staff hours and modifications to non-salary projections based on remaining project needs

#### Projections

Feb 29, 2020

<b>Dollars Projected For Month:</b>	783,860.27
<b>Actual Dollars Used:</b>	596,344.26
<b>Variance (Projected minus Actual):</b>	187,516.01
<b>Reason For Variance:</b>	Lower field and SRO staff hours. Less iwer travel.

#### Measures

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

#### Other Measures

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

<b>Funding Agency</b>	Cambridgeshire and Peterborough NHS Foundation Trust			
<b>IRB</b>	<b>HUM#:</b>	<b>Period Of Approval:</b>		
<b>Project Team</b>	<b>Project Lead:</b>	Sarah Elisa Broumand		
	<b>Budget Analyst:</b>	Carl S Remmert		
	<b>Production Manager:</b>			
	<b>Senior Project Advisor:</b>	Gina-Qian Yang Cheung		
	<b>Production Manager:</b>			
	<b>Production Manager:</b>			

**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**

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

**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** Feb, 2020 (WMH-Qatar) **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** Worked on modifying schema for QC Indicator at request of customer to allow more flexibility updating models when new data is generated.  
Documented changes to the model and status of all indicators.  
Documented data sources for each of the indicators.  
Investigated and reported data anomalies generated during the Pilot.

**Special Issues**

None

**Cost**

**Feb 29, 2020**

***Total Cost to Date (Direct + Indirect):*** 43,026.43  
***Estimated Cost at Completion (E\$AC):*** 75,459.65  
***Total Budget:*** 74,928.00  
***Variance (Budget minus E\$AC):*** -531.65

***Reason For Variance:***

New PM Jennifer Kelley was hired and now has a new rate. But expecting to spend less and re-balance the hours that will no longer be needed for another labor category.

**Projections**

**Feb 29, 2020**

***Dollars Projected For Month:*** 3,465.05  
***Actual Dollars Used:*** 4,982.06  
***Variance (Projected minus Actual):*** 1,516.40

***Reason For Variance:***

Had to shift future hours to cover work needed to be done at this time. We expect the time to decrease for the next few months allowing budget to re balance.

**Measures**

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

**Other Measures**

<b>Project Name</b>	Relationship Dynamics & Social Life Study, Re-contact Test (RDSL Recontact)												
<b>Project Mode</b>	Primary: Web	Secondary: Telephone	Total of Modes: 2										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 25,284.00	<b>Indirect Budget:</b> 0.00	<b>Total Budget:</b> 25,284.00										
<b>Principal Investigator/Client</b>	Jennifer Barber (ISR)												
<b>Funding Agency</b>	Internal PI funds												
<b>IRB</b>	<b>HUM#:</b> HUM00014150	<b>Period Of Approval:</b>	12/11/07-No CR										
<b>Project Team</b>	<b>Project Lead:</b> Rebecca Loomis <b>Budget Analyst:</b> Carl S Remmert <b>Production Manager:</b> Pooja Varma-Laughlin <b>Senior Project Advisor:</b> Shonda R Kruger-Ndiaye <b>Production Manager:</b> <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>This project seeks to determine the feasibility of obtaining current contact information for respondents who were part of the Relationship Dynamics &amp; Social Life Study (RDSL), and the success of an outreach effort asking these respondents to complete a short, web-based instrument to confirm or update their address, telephone number and email. The original study, also known as the Michigan Study of Young Women, was conducted in 2008-2009 with approximately 1,000 women aged 18-22 residing in Genesee County, Michigan. This is an attempt to locate and re-contact a sample of 100 cases in order to test the feasibility of a survey of the entire original survey sample. Data collection will run for 7 weeks, beginning with the mailing of a pre-notification letter with a \$2 incentive to the 100 case sample, along with an email and text invitation, as appropriate. Email and manual text reminders will be sent, weekly to non-final lines with appropriate contact information. SSL interviewers will attempt to contact by phone all cases that have not responded to the letters, email or texting. Respondents who complete their interviews will be sent \$10 checks.</p>												
<b>SRO Project Period</b>	10/2019 - 04/2020												
<b>Data Col Period</b>	02/2020 - 04/2020												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 11/30/2019</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b></td> </tr> <tr> <td><b>Staffing Completed:</b></td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b> 03/05/2020</td> <td><b>SS Train End:</b> 03/05/2020</td> </tr> <tr> <td><b>DC Start:</b> 02/19/2020</td> <td><b>DC End:</b> 04/06/2020</td> </tr> </table>			<b>PreProduction Start:</b> 11/30/2019	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b>	<b>Staffing Completed:</b>	<b>GIT Start:</b>	<b>SS Train Start:</b> 03/05/2020	<b>SS Train End:</b> 03/05/2020	<b>DC Start:</b> 02/19/2020	<b>DC End:</b> 04/06/2020
<b>PreProduction Start:</b> 11/30/2019	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b>												
<b>Staffing Completed:</b>	<b>GIT Start:</b>												
<b>SS Train Start:</b> 03/05/2020	<b>SS Train End:</b> 03/05/2020												
<b>DC Start:</b> 02/19/2020	<b>DC End:</b> 04/06/2020												
<b>Other Project Team Members:</b>	Dan Zahs, batch locating and sampling												
<b>Other Project Names:</b>	RDSL												
<b>Sample Mgmt Sys</b>	Web SMS												
<b>Data Col Tool</b>	Illume												
<b>Hardware</b>	Desktop; [UM cell] Phone; Other (Rs' devices for self-admin Web completes)												
<b>DE Software</b>	N/A												
<b>QC Recording Tool</b>	N/A												
<b>Incentive</b>	Yes, R												
<b>Administration</b>	SRO Group												
<b>Payment Type</b>	Check, post (\$10); Cash, prepaid (\$2)												
<b>Payment Method</b>	Check through other system (ISR RPay System (not STrak)); Imprest Cash Fund from ISR Business Office (ISF												

<b>Report Period</b>	Feb, 2020 (RDSL Recontact)	<b>Project Phase</b>	Initiation
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<b>Risk Level</b>	Some Concerns
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<b>Monthly Update</b>	Data collection began Feb 19th. The PI and her staff decided to undertake their own locating efforts after sample was loaded and production launched. Significant SRO work went into determining a workflow that would incorporate a (potentially unlimited) number of additional new leads. We're now maintaining a shadow spreadsheet of contact information and having iwers call, text, and email off lists. Call records are still being recorded in the project Web SMS.
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Interviewer training occurred 2/27 (texting via SideSync) and 3/5 (calling). The project budget is insufficient for the work the PI is requesting. We're trying to control scope appropriately.

**Special Issues**

<b>Cost</b> <b>Feb 29, 2020</b>	<b>Total Cost to Date (Direct + Indirect):</b>	16,090.19	
	<b>Estimated Cost at Completion (E\$AC):</b>	24,366.05	
	<b>Total Budget:</b>	25,284.00	
	<b>Variance (Budget minus E\$AC):</b>	917.95	
	<b>Reason For Variance:</b>	Projections have not yet been updated after the Feb cost report was received. The projected underrun will disappear once adjustments are made.	
<b>Projections</b> <b>Feb 29, 2020</b>	<b>Dollars Projected For Month:</b>	5,667.04	
	<b>Actual Dollars Used:</b>	4,386.67	
	<b>Variance (Projected minus Actual):</b>	1,280.37	
	<b>Reason For Variance:</b>	Dan Zahs was ooto for part of Feb and charged none of his projected hours.	

<b>Measures</b>			
	<b>Units Complete</b>	<b>RR</b>	<b>HPI</b>
<b>Current Goal:</b>			
<b>Goal at Completion:</b>	80	80%	
<b>Current actual:</b>	39	39%	
<b>Estimate at Complete:</b>			
<b>Variance:</b>			

**Other Measures**      Note: the goals reflected above are based upon conversations with the PI post-proposal. The proposal materials did not specify a target RR.

<b>Project Name</b>	Study to Assess Risk and Resilience in Servicemembers - Longitudinal Study Supplement				
<b>Project Mode</b>	(STARRS-LS Supplement) Primary: Not Available				
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 410,256.00	<b>Indirect Budget:</b> 229,744.00	<b>Total Budget:</b> 640,000.00		
<b>Principal Investigator/Client</b>	James Wagner (University of Michigan) Robert Ursano (Uniformed Services University of the Health Scienc) Murray Stein (University of California San Diego)				
<b>Funding Agency</b>	Department of Defense				
<b>IRB</b>	<b>HUM#:</b> HUM00099203	<b>Period Of Approval:</b>	9/4/2019 - 9/3/2020		
<b>Project Team</b>	<b>Project Lead:</b> Meredith A House <b>Budget Analyst:</b> William Lokers <b>Production Manager:</b> <b>Senior Project Advisor:</b> Lisa S Holland <b>Production Manager:</b> Ryan Yoder <b>Production Manager:</b> Lisa M Lewandowski-Romps				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<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>				
<b>SRO Project Period</b>	04/2019 - 06/2020				
<b>Data Col Period</b>					
<b>Security Plan</b>	Yes				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="width: 50%; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	Kelsey Mulka, Lamont Manley, Stephanie Windisch				
<b>Other Project Names:</b>					
<b>Sample Mgmt Sys</b>	NA				
<b>Data Col Tool</b>	NA				
<b>Hardware</b>	NA				
<b>DE Software</b>	NA				
<b>QC Recording Tool</b>	NA				
<b>Incentive</b>	NA				
<b>Administration</b>	NA				
<b>Payment Type</b>	NA				
<b>Payment Method</b>	NA				

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<b>Report Period</b>	Feb, 2020 (STARRS-LS Supplement)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	See monthly update for STARRS-LS		
<b>Special Issues</b>	See monthly update for STARRS-LS		

**Cost**  
**Jan 31, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	158,024.85	
<b>Estimated Cost at Completion (E\$AC):</b>	521,764.86	
<b>Total Budget:</b>	640,000.00	
<b>Variance (Budget minus E\$AC):</b>	118,235.14	
<b>Reason For Variance:</b>	As noted in the monthly update for STARRS-LS, we are working on spending down that 5-year STARRS-LS account, therefore the Supplement budget is currently under-spent. We will be working on adding projections to the Supplement for the work from the STARRS-LS no cost extension period that gets pushed forward.	

**Projections**  
**Jan 31, 2020**

<b>Dollars Projected For Month:</b>	75,530.43	
<b>Actual Dollars Used:</b>	80,920.84	
<b>Variance (Projected minus Actual):</b>	-5,390.41	
<b>Reason For Variance:</b>	Variance was due to some of James's hours being moved from the 5-year to the supplement.	

**Measures**

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

**Other Measures**

<b>Project Name</b>	Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study (STARRS-LS)				
<b>Project Mode</b>	Primary: Web	Secondary: Telephone	Total of Modes: 3		
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b> Current		
<b>Budget</b>	<b>Direct Budget:</b> 8,280,054.00	<b>Indirect Budget:</b> 4,554,645.00	<b>Total Budget:</b> 12,834,699.00		
<b>Principal Investigator/Client</b>	James Wagner (University of Michigan) Robert Ursano (Uniformed Services University of the Health Scienc) Murray Stein (University of California San Diego)				
<b>Funding Agency</b>	Department of Defense				
<b>IRB</b>	<b>HUM#:</b> HUM00099203	<b>Period Of Approval:</b>	9/4/2019 - 9/3/2020		
<b>Project Team</b>	<b>Project Lead:</b> Meredith A House <b>Budget Analyst:</b> William Lokers <b>Production Manager:</b> Ruth B Philippou <b>Senior Project Advisor:</b> Lisa S Holland <b>Production Manager:</b> Juan Carlos Donoso <b>Production Manager:</b> Lisa M Lewandowski-Romps				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<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>				
<b>SRO Project Period</b>	02/2015 - 03/2020				
<b>Data Col Period</b>	10/2015 - 07/2019				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="text-align: center; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	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				
<b>Other Project Names:</b>					
<b>Sample Mgmt Sys</b>	MSMS				
<b>Data Col Tool</b>	Blaise 5				
<b>Hardware</b>	Desktop				
<b>DE Software</b>	N/A				
<b>QC Recording Tool</b>	Live monitoring				
<b>Incentive</b>	Yes, R				
<b>Administration</b>	SRO Group				
<b>Payment Type</b>	Check, post (\$50-\$100); Cash, prepaid (\$2 (or Challenge coin)); Other (Army STARRS challenge coin (provide				
<b>Payment Method</b>	Check through other system (MSMS); Imprest Cash Fund from ISR Business Office (MSMS); Other (Army STA				

<b>Report Period</b>	Feb, 2020 (STARRS-LS)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	<input type="checkbox"/> U-M and HJF/USUHS representatives met to discuss next steps on STARRS 3 funding / request a letter of intent to fund from HJF to U-M. <input type="checkbox"/> We made good progress on creating the sample file that will be sent to the CDC to obtain the NDI data. <input type="checkbox"/> We received confirmation that Gretchen is still working on a formal memo to describe ODUSA's request to the research team for an SSN list to send to NIOSH to obtain the IRS addresses. Her memo will be addressed to the PIs.		

- ☐ We participated in multiple exchanges between the research team and the ODUSA/Dr. Cox about the Waves 3 and 4 timeline and Wave 3 consent protocol.
- ☐ IRB: USUHS provided secondary approval of the HADS HIPAA Waiver amendment.
- ☐ We worked with teams at each site to retrieve the U-M laptops that were previously used to access the U-M STARRS Data Enclave.
- ☐ Annual DoD training renewals were completed.
- ☐ Our Enclave computing group continued work on installing new hardware, and on software transitions.
- ☐ We continued work on biomarker group requests for assistance, and analyst requests for assistance.
- ☐ We sent the annual update of the SSN-Linkage ID file (file identifies the STARRS cohort that have consented to administrative data linkage) to AAG.
- ☐ We continued work on the LS Wave 2 internal/Enclave data delivery.
- ☐ ICPSR completed their work to add AAS and NSS to the Social Science Variables Database (SSVD) searching functionality on the ICPSR website

## Special Issues

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

- ☐ NIOSH addresses
  - o The ODUSA has secured CDC approval and funding to obtain the addresses, but it is still not clear how the previously understood barriers and restrictions on obtaining and sharing the data have been resolved. Gretchen is writing a formal memo describing their request to the research team for an SSN list (which identifies the STARRS cohort that have consented to administrative data linkage) to send to NIOSH to obtain the addresses. The memo will be addressed to the PIs. We do not have permission from the full 72,000 to use their SSNs for locating (outside of Army databases). We have only gathered this type of consent from LSW1 and LSW2 respondents. We are concerned about this situation as it potentially leaves the study (U-M in particular) in a situation to have to say “no” and it would look like we are resistant to helping obtain the addresses. We have no objections to obtaining them as long as it can be done in a way that honors STARRS commitments to privacy and data security as provided to our respondents. The ultimate plan will also need to be one that is likely to receive U-M IRB approval.
- ☐ Wave 3 Challenges
  - o Currently, the primary risks to an April 2020 pre-production start and October 2020 launch are the following:
    - ☐ The GSC has suggested that the proposed 24-month data collection period may not be acceptable. Changing the design at this point would require a new budget and the potential for delays while waiting for that budget to be developed, reviewed, and accepted.
    - ☐ Funding delays. Working backwards from April 2020, we would have needed to receive the draft sub-award from HJF in January in order to get approvals and have accounts in place by April. In February, we took positive steps toward getting a letter of intent to fund issued by HJF, which will allow U-M to set up hardship accounts and begin work. We will need to do so no later than the beginning of March. These hardship accounts would be a temporary measure. We have staff time reserved to begin work in April. Any changes to this schedule would be very disruptive and we would risk staff being reassigned to other projects.
    - ☐ Wave 3 consent review and approval process. Some progress was made in this area in February, for example, we received a VA HIPAA form template and had some helpful, open email exchanges with the ODUSA. But the path forward remains complicated and time-sensitive. There are risks whichever path we choose – if we move forward with form development (single or combined) without prior agency approval, we risk DHA and VA not approving the forms and accepting the consents “down the road.” In addition, the U-M IRB will be hesitant to approve language that is ultimately within the control of the agencies. If we pursue prior approval of the forms, we bear the risk of working with slow-moving agencies/processes and risk having to postpone Wave 3 activities. We are already behind on the timeline created last month for these activities. We will continue to move forward as best as we can.
    - o In terms of the development of wording and procedures for HIPAA consent, it has been suggested that we combine the HIPAA forms for the DHA and VA data to be less off-putting and to reduce burden for our respondents. While we agree with this from an operational perspective, in doing so, there may be more risk that the agencies would not approve the approach. It is also possible that a combined form would be more confusing for respondents. We are now beginning work on both separate and combined form options. As we have just started, we do not yet know if a combined form is even possible. After drafting wording and procedures that we think will be acceptable to IRB and to the suppliers of medical records, they will need to be reviewed and approved by these entities. We will also need to develop new procedures for telephone interviews since a verbal consent is not acceptable for a HIPAA-related consent to linkage. This is a problem that we are confident we can solve, but how much time and effort will be required is uncertain.
- ☐ Enclave Support
  - o We continue to monitor priorities for Enclave support. We balance the primary Enclave support work with a number of more complex biomarker data support requests, which are outside of the reduced Enclave team scope in the STARRS-LS contract. We prioritize the primary work above other requests in accordance with project goals and to remain within budget/scope. As a result, the biomarker data support requests can take longer to service. As long as requestors are ok with this arrangement, we can continue to manage the work and priorities in this fashion.
  - ☐ Scope additions
    - o There are a few cost estimates for new scope that have yet to be made (Table 6 above). As decisions are made, we will work with the research team to schedule and implement this work.
    - o We have received some information on additional public use data releases, including release to the NIH National Data Archive. Several unknowns need to be clarified before we can finalize our scope and cost estimates, and determine what staffing will be needed for this work.

**Cost**  
**Jan 31, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	12,646,610.73
<b>Estimated Cost at Completion (E\$AC):</b>	12,834,327.91
<b>Total Budget:</b>	12,834,699.00
<b>Variance (Budget minus E\$AC):</b>	371.09
<b>Reason For Variance:</b>	We spent a total of \$29,898 in January. We continue to focus on charging ongoing management and enclave work to the 5-year no cost extension accounts given these funds expire at the end of March. In doing so, the supplement shows a larger underrun, but we are expecting that some of the work we hoped to accomplish in the no cost extension period will be pushed forward, so we will be working on adding those projections to the supplement as the work and timeline become clearer.

**Projections**  
**Jan 31, 2020**

<b>Dollars Projected For Month:</b>	35,380.07
<b>Actual Dollars Used:</b>	29,897.90
<b>Variance (Projected minus Actual):</b>	5,482.17
<b>Reason For Variance:</b>	Variance this month was due to some of James's hours being moved from the 5-year to the supplement. The \$2,900 spent in computer supplies was accounted for in the February projections (that projection will now be removed). Youhong continues to use a good chunk of hours toward Blaise survey version updates.

**Measures**

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

**Other Measures**

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

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

**Proposal #:** no data

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

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

**SRO Project Period** 12/2019 - 12/2020

**Data Col Period** 12/2020 - 12/2020

**Security Plan** NA

**Milestone Dates**

<b>PreProduction Start:</b>	<b>Pretest Start:</b>
<b>Pretest End:</b>	<b>Recruitment Start:</b>
<b>Staffing Completed:</b>	<b>GIT Start:</b>
<b>SS Train Start:</b>	<b>SS Train End:</b>
<b>DC Start:</b> 01/29/2020	<b>DC End:</b> 02/25/2020

**Other Project Team Members:**

**Other Project Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** Blaise 4.8

**Hardware** Desktop

**DE Software** NA

**QC Recording Tool** DRI-CXM; Live monitoring

**Incentive** Not used

**Administration** N/A

**Payment Type** N/A

**Payment Method** N/A

<b>Report Period</b>	Feb, 2020 (SCA 2020)	<b>Project Phase</b>	Initiation
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**Risk Level** On Track

**Monthly Update** SCA February 2020 began as scheduled on 1/29/2020 and ended one day later than was originally scheduled, at the request of project staff, on 2/25/2020. We completed 620 interviews in February (340 RDD, 180 RECON, and 100 RECON 12) (20 above the original goal, at the request of project staff), at a cumulative HPI of 3.36 (.04 higher than the budgeted HPI of 3.32).

**Special Issues**

**Cost**  
**Mar 11, 2020**

<i>Total Cost to Date (Direct + Indirect):</i>	88,341.62
<i>Estimated Cost at Completion (E\$AC):</i>	88,341.62
<i>Total Budget:</i>	1,109,882.00
<i>Variance (Budget minus E\$AC):</i>	0.00
<i>Reason For Variance:</i>	NA

**Projections**  
**Mar 11, 2020**

<i>Dollars Projected For Month:</i>	92,490.17
<i>Actual Dollars Used:</i>	88,341.62
<i>Variance (Projected minus Actual):</i>	4,148.55
<i>Reason For Variance:</i>	Training costs were lower than expected due to a smaller training class than was originally projected.

Measures		Units Complete	RR	HPI
<i>Current Goal:</i>	620			3.32
<i>Goal at Completion:</i>	620			3.36
<i>Current actual:</i>	620			3.36
<i>Estimate at Complete:</i>				
<i>Variance:</i>	0			.04

**Other Measures**



<b>Project Name</b>	The Promise of a School-Based, Trauma-Informed Cognitive Behavioral Therapy Intervention for Young Women in Chicago-Follow up (YWC2020)				
<b>Project Mode</b>	Primary: Face to Face	Secondary: Web	Total of Modes: 2		
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b> Current		
<b>Budget</b>	<b>Direct Budget:</b> 1,403,220.00	<b>Indirect Budget:</b> 65,218.00	<b>Total Budget:</b> 1,468,438.00		
<b>Principal Investigator/Client</b>	Dr. Monica Bhatt -PI (University of Chicago Urban Lab) Harold Pallock - Co-PI (University of Chicago Urban Lab) Jon Guryan - Co-PI (University of Chicago Urban Lab)				
<b>Funding Agency</b>					
<b>IRB</b>	<b>HUM#:</b> 00172428	<b>Period Of Approval:</b>	04/2020 - 11/2020		
<b>Project Team</b>	<b>Project Lead:</b> Hongyu Johnson <b>Budget Analyst:</b> Parina Kamdar <b>Production Manager:</b> Stacy Quisenberry <b>Senior Project Advisor:</b> Sarah Crane <b>Production Manager:</b> <b>Production Manager:</b>				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<p>The purpose of this study is to complete in-person interviews (April 2020-October 2020) with approximately 1500 female high school aged students from 10 pre-selected Chicago Public Schools at a response rate of 75 percent.</p> <p>Respondents will have been pre-sampled prior to SRO involvement and the Principal Investigator will work with both the Chicago Public School District and the selected schools to obtain permission for SRO to interview students in school in small group settings. The interview will also be conducted at the respondent's home or other mutually-acceptable location, or will be accessed via web for self-administration.</p> <p>Students will be asked to complete approximately 60-minutes of self-administered assessments on Tablet, or complete the survey via invited weblink, comprised of a Student Health Survey and the standardized Behavior Assessment System for Children Third edition (BASC-3). Students will receive a \$40 gift card as a token of appreciation for their time and effort.</p> <p>University of Michigan has agreed to cede IRB review to the University of Chicago for the study.</p>				
<b>SRO Project Period</b>	11/2019 - 11/2020				
<b>Data Col Period</b>	04/2020 - 10/2020				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> </td> <td style="width: 50%; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>			<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b>	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>				
<b>Other Project Team Members:</b>	Sarah Crane: SPA Hongyu Johnson: SRO Project Lead/Project Manager Melissa Granville: Project Assistant Stacy Quisenberry: Production Manager Parina Kamdar: Budget Analyst Kenneth Szmigiel: HR Hiring Dan Zahs: Sampling Jeff Smith: Tech Lead & SurveyTrak Shanti Suresh: Data Manager Ashwin Dey: WebTrak, Weblog Shaowei Sun: SRIS Peter Batra: Qualtrics Programmer Genise Patullo: Help Desk Supervisor David Bolt: Help Desk John Gawlas: Help Desk Lead Mike Etzel: Equipment Inventory Control Greg Peterson: Tech Consultant				

<b>Other Project Names:</b>	Working on Womanhood (WOW)
<b>Sample Mgmt Sys</b>	SurveyTrak
<b>Data Col Tool</b>	SAQ
<b>Hardware</b>	Laptop; Tablet; [UM cell] Phone; Other (scanner)
<b>DE Software</b>	Other (Qualtrics)
<b>QC Recording Tool</b>	N/A
<b>Incentive</b>	Yes, R
<b>Administration</b>	SRO Group
<b>Payment Type</b>	Other (Gift Card)
<b>Payment Method</b>	Other (Gift card delivered FTF)

Report Period	Feb, 2020 (YWC2020)	Project Phase	Planning
Risk Level	On Track		
Monthly Update	Project Management: weekly project management meeting on discussing project updates, working on management related tasks, discussing training agenda, editing project study manual chapters, testing survey questionnaire on web and tablet modes, assisting the tech group staff on tablet inventory preparation. PI Team: maintaining weekly check-in meetings with the UC-PI team, sharing updates. System: setting up, modifying and testing projects/systems (SurveyTrak, WebTrak, Weblogging, SRIS, Mapping Tool). Training: procured and finalized training facility. Recruitment: finalized and completed recruitment tasks.		
Special Issues			
Cost			
Feb 29, 2020	Total Cost to Date (Direct + Indirect):	95,895.63	
	Estimated Cost at Completion (E\$AC):	800,575.88	
	Total Budget:	1,468,438.00	
	Variance (Budget minus E\$AC):	667,862.12	
	Reason For Variance:	We are still in the planning period.	
Projections			
Feb 29, 2020	Dollars Projected For Month:	704,680.25	
	Actual Dollars Used:	95,895.63	
	Variance (Projected minus Actual):	608,784.62	
	Reason For Variance:	All projections (including interviewers and recruitment expenses) are not in the system yet due to current COVID-19 emergency situation.	
Measures			
	Units Complete	RR	HPI
	Current Goal:		
	Goal at Completion:		
	Current actual:		
	Estimate at Complete:		
	Variance:		

Other Measures

<b>Project Name</b>	Transition Into Adulthood Supplement (TAS2019)												
<b>Project Mode</b>	Primary: Mixed	Secondary: Face to Face	Total of Modes: 3										
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b> 778,487.00	<b>Indirect Budget:</b> 428,167.00	<b>Total Budget:</b> 1,206,654.00										
<b>Principal Investigator/Client</b>	Narayan Sastry (ISR)												
<b>Funding Agency</b>													
<b>IRB</b>	<b>HUM#:</b>	<b>Period Of Approval:</b>											
<b>Project Team</b>	<b>Project Lead:</b>	Piotr Dworak											
	<b>Budget Analyst:</b>	Megan Gomez-Mesquita											
	<b>Production Manager:</b>	Carlos Andres Macuada Lopez											
	<b>Senior Project Advisor:</b>	Stephanie A Chardoul											
	<b>Production Manager:</b>	Daric Thorne											
	<b>Production Manager:</b>	Anthony Romanowski											
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>TAS 2019 is the 8th Wave of TAS study, part of the PSID Suite of projects.</p> <p>Approximately 3,500 youth aged 18 – 28 years who are part of families who participate in the ongoing Panel Study of Income Dynamics (PSID) are invited to take part in a 60-minute survey. Eighty percent of respondents (approximately 3,000) will be offered an option to complete the survey either online or by phone. A fifth of respondents will be offered only the option of completing the survey by phone. As in TAS 2017 and 2018, all respondents will be offered a up to \$100 for completing the interview. Phone interviews will be completed by Survey Research Center Survey Services Lab (SSL) interviewers.</p>												
<b>SRO Project Period</b>	07/2019 - 08/2020												
<b>Data Col Period</b>	11/2019 - 06/2020												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 08/01/2019</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 11/14/2019</td> </tr> <tr> <td><b>Staffing Completed:</b></td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b></td> <td><b>SS Train End:</b></td> </tr> <tr> <td><b>DC Start:</b></td> <td><b>DC End:</b> 06/30/2020</td> </tr> </table>			<b>PreProduction Start:</b> 08/01/2019	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 11/14/2019	<b>Staffing Completed:</b>	<b>GIT Start:</b>	<b>SS Train Start:</b>	<b>SS Train End:</b>	<b>DC Start:</b>	<b>DC End:</b> 06/30/2020
<b>PreProduction Start:</b> 08/01/2019	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b> 11/14/2019												
<b>Staffing Completed:</b>	<b>GIT Start:</b>												
<b>SS Train Start:</b>	<b>SS Train End:</b>												
<b>DC Start:</b>	<b>DC End:</b> 06/30/2020												
<b>Other Project Team Members:</b>													
<b>Other Project Names:</b>	Transition Into Adulthood Supplement												
<b>Sample Mgmt Sys</b>	MSMS												
<b>Data Col Tool</b>	Blaise 5												
<b>Hardware</b>	Desktop; [UM cell] Phone												
<b>DE Software</b>	NA												
<b>QC Recording Tool</b>	Camtasia												
<b>Incentive</b>	Yes, R												
<b>Administration</b>	SRO Group												
<b>Payment Type</b>	Check, post (\$70)												
<b>Payment Method</b>	Check through other system (PSID RAPS)												

<b>Report Period</b>	Feb, 2020 (TAS2019)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	Project updates:
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TAS finished week 18 of the planned 30 data collection weeks. Last 2017 wave of TAS was in field for 39 weeks and the current 2019 is considering extending the planned time in field to a similar duration. All sample n=3005 is released. Current response rate on all sample is 66%. Some lines are still on hold while being shared with CDS. Completion without counting those lines is higher -- around 72%.

As part of Covid adaptations TAS SSL staff has moved to work remotely. SSL transition was extremely smooth. We were able to retain all 19 interviewers in some capacity. Some respondent materials have been modified to include a note about Covid adaptations.

TAS is considering a few non-response adaptations to meet the goal on time: a) welcome to / welcome back +\$30 incentive boost for new / returning TAS respondents. b) additional letters to respondents and to family members of TAS respondents and c) hiring experienced decentralized field staff to work on assigned sample.

Data collection / Sample:

As of 2/10 all TAS 2019 sample was released totaling n = 3005. As of 3/24 we have completed 1963 interviews.

Staffing:

19 SSL interviewers (including TLs)

Technical system:

SSL reported shift cancellations due to issues with MSMS. SSL continues to report having to do excessive number of sync resets.

#### Special Issues

##### Cost

Mar 31, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	594,553.33
<b>Estimated Cost at Completion (E\$AC):</b>	1,055,759.65
<b>Total Budget:</b>	1,206,654.00
<b>Variance (Budget minus E\$AC):</b>	150,894.35
<b>Reason For Variance:</b>	Lower management cost, lower indirect charges.

##### Projections

Mar 31, 2020

<b>Dollars Projected For Month:</b>	132,678.47
<b>Actual Dollars Used:</b>	105,264.00
<b>Variance (Projected minus Actual):</b>	27,414.47
<b>Reason For Variance:</b>	Lower management cost and lower indirect charges.

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	1963	.6	
<b>Goal at Completion:</b>	2675	.89	
<b>Current actual:</b>	1963	.58	
<b>Estimate at Complete:</b>	2675	.89	
<b>Variance:</b>			

#### Other Measures

<b>Project Name</b>	Video Communication Technologies in Survey Data Collection (VCT)					
<b>Project Mode</b>	Primary: Mixed      Total of Modes: 3					
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b>	241,958.00	<b>Indirect Budget:</b>	135,497.00 <b>Total Budget:</b> 377,455.00		
<b>Principal Investigator/Client</b>	Dr. Frederick G. Conrad (University of Michigan) Dr. Michael F. Schober (The New School)					
<b>Funding Agency</b>	National Science Foundation					
<b>IRB</b>	<b>HUM#:</b>	HUM00159711	<b>Period Of Approval:</b>	Exempt		
<b>Project Team</b>	<b>Project Lead:</b>	Andrew L Hupp				
	<b>Budget Analyst:</b>	Dean E Stevens				
	<b>Production Manager:</b>	Pooja Varma-Laughlin				
	<b>Senior Project Advisor:</b>	Nicole G Kirgis				
	<b>Production Manager:</b>					
	<b>Production Manager:</b>					
<b>Proposal #:</b>	no data					
<b>Description:</b>	<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>					
<b>SRO Project Period</b>	09/2018 - 06/2020					
<b>Data Col Period</b>	08/2019 - 11/2019					
<b>Security Plan</b>	NA					
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <b>PreProduction Start:</b>  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> 10/29/2019 </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> </td> </tr> </table>				<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b> 10/29/2019	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>
<b>PreProduction Start:</b> <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b> 10/29/2019	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b>					

<b>Other Project Team Members:</b>	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
<b>Other Project Names:</b>	
<b>Sample Mgmt Sys</b>	MSMS
<b>Data Col Tool</b>	Blaise 5
<b>Hardware</b>	Desktop; Other (Webcam, USB headset)
<b>DE Software</b>	N/A
<b>QC Recording Tool</b>	N/A
<b>Incentive</b>	Yes, R
<b>Administration</b>	SRO Group; Other (CloudResearch (TurkPrime))
<b>Payment Type</b>	Cash, prepaid (\$2); Other (ABS=\$2 giftcode -> prepaid; \$20/\$22 giftcode -> post)
<b>Payment Method</b>	Imprest Cash Fund from ISR Business Office; Other (TurkPrime (now CloudResearch))

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<b>Report Period</b>	Feb, 2020 (VCT)	<b>Project Phase</b>	Implementing
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<b>Risk Level</b>	<i>On Track</i>
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<b>Monthly Update</b>	<p>In February we continued to use umhealthresearch.org (MiCHR) to recruit participants. They continued to show at a much higher rate (74% completed v. 28%). We were able to fill most of the higher than high school education quotas using them. It seems they have less high school or less in their pool. We were able to get 210 VM interviews with MiCHR. In March we will return to recruiting via CloudResearch to see if we can get the 80 or so remaining VM interviews. The team worked through the plans to relaunch VS and TS using MiCHR as the recruitment source for additional interviews. That will be implemented in March.</p>
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Kallan and Andrew continued to enter the appointments scheduled by recruits into MSMS. They also enter the payment information for the system to issue the giftcodes. Kallan and Andrew also worked on preregistration documentation with the research team. The team is pre-registering the project via OSF.

ITS is prepared to deliver the final Blue Jeans dataset when data collection has concluded. We will notify them when we have finished. We have also projected their costs to the appropriate line, now that we know how they come through (we received their "bill" for the preliminary work.

Neil has been delivering weekly data sets to help us with the quota and interviewer balancing (since we are no longer randomly assigning recruits to interviewers). The data management time has gone down since the change.

Andrew and Kallan met with Dean to update cost projections. Overall we are projecting a small surplus. Most time is currently being charged against the MiCDA funding. Those funds need to be spent by the end of June. We cannot do a no cost time extension with those funds (we can with the NSF funds).

We have more interviews than the original target. This is due to over filling some of the quota groups (across all three modes). We have approximately 80 VM interviews that we need to complete to meet our original target.

#### Special Issues

<b>Cost</b>	<b>Total Cost to Date (Direct + Indirect):</b>	297,837.45
<b>Mar 31, 2020</b>	<b>Estimated Cost at Completion (E\$AC):</b>	376,130.58
	<b>Total Budget:</b>	377,455.00
	<b>Variance (Budget minus E\$AC):</b>	871.42
	<b>Reason For Variance:</b>	VM costs are on target. Interviewing time (and other associated costs, like ProdMgr) are projected on the MiCDA funds. There is currently a slight projected overrun of \$786.05. We are currently comfortable with this since we need to spend these funds by 06/30/2020. There is a projected similar surplus on the NSF budget. We have currently spent \$20,137.06 of the \$54,207.00.
<b>Projections</b>	<b>Dollars Projected For Month:</b>	7,270.77
<b>Mar 31, 2020</b>	<b>Actual Dollars Used:</b>	6,003.96
	<b>Variance (Projected minus Actual):</b>	1,266.81
	<b>Reason For Variance:</b>	Data management on the main account took less effort than expected.

Measures	Units Complete		RR	HPI
	<i>Current Goal:</i>	855	20%	
	<i>Goal at Completion:</i>	855		
	<i>Current actual:</i>	925	12.5%	
	<i>Estimate at Complete:</i>			
	<i>Variance:</i>			

Other Measures

<b>Project Name</b>	Women's Health Study (WHS)				
<b>Project Mode</b>	Primary: Web      Total of Modes: 1				
<b>Project Type</b>	Sponsored Projects	<b>Project Status</b>	Current		
<b>Budget</b>	<b>Direct Budget:</b> 25,412.00	<b>Indirect Budget:</b> 0.00	<b>Total Budget:</b> 25,412.00		
<b>Principal Investigator/Client</b>	William G. Axinn (SRC-SPE) Brady T. West (SRC-PSM)				
<b>Funding Agency</b>	PI Discretionary Funds				
<b>IRB</b>	<b>HUM#:</b> HUM00171241	<b>Period Of Approval:</b>	Exempt		
<b>Project Team</b>	<b>Project Lead:</b> Andrew L Hupp <b>Budget Analyst:</b> <b>Production Manager:</b> <b>Senior Project Advisor:</b> Gregg Peterson <b>Production Manager:</b> <b>Production Manager:</b>				
<b>Proposal #:</b>	no data				
<b>Description:</b>	<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>				
<b>SRO Project Period</b>	09/2019 - 12/2019				
<b>Data Col Period</b>	11/2019 - 02/2020				
<b>Security Plan</b>	NA				
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b>PreProduction Start:</b> 09/01/2019  <b>Pretest End:</b>  <b>Staffing Completed:</b>  <b>SS Train Start:</b>  <b>DC Start:</b> 11/04/2019 </td> <td style="padding: 5px;"> <b>Pretest Start:</b>  <b>Recruitment Start:</b>  <b>GIT Start:</b>  <b>SS Train End:</b>  <b>DC End:</b> 02/10/2020 </td> </tr> </table>			<b>PreProduction Start:</b> 09/01/2019 <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b> 11/04/2019	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b> 02/10/2020
<b>PreProduction Start:</b> 09/01/2019 <b>Pretest End:</b> <b>Staffing Completed:</b> <b>SS Train Start:</b> <b>DC Start:</b> 11/04/2019	<b>Pretest Start:</b> <b>Recruitment Start:</b> <b>GIT Start:</b> <b>SS Train End:</b> <b>DC End:</b> 02/10/2020				
<b>Other Project Team Members:</b>	Blaise Programmer - Colette Keyser Data Manager - Jonathon Harrison Consultant - Nicole Kirgis Budget Analyst - Nancy Oeffner				



**Other Project****Names:**

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

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<b>Report Period</b>	Feb, 2020 (WHS)	<b>Project Phase</b>	Closing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	In February the PIs authorized asked how much an additional 1,000 would cost. CloudResearch provided a quote of \$5,500 dollars. The PIs approved the additional costs for the project. 1,058 additional interviews were obtained in February. Two datasets (survey and paradata) were delivered to the research team.
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The CloudResearch invoice was paid at the end of February. There may be minimal data manager time the needs to hit.

**Special Issues**

<b>Cost</b>	<i>Total Cost to Date (Direct + Indirect):</i>	20,065.92
<b>Mar 31, 2020</b>	<i>Estimated Cost at Completion (E\$AC):</i>	20,065.92
	<i>Total Budget:</i>	25,412.00
	<i>Variance (Budget minus E\$AC):</i>	346.08
	<i>Reason For Variance:</i>	It took slightly less effort than planned.

<b>Projections</b>	<i>Dollars Projected For Month:</i>	5,500.00
<b>Mar 31, 2020</b>	<i>Actual Dollars Used:</i>	5,500.00
	<i>Variance (Projected minus Actual):</i>	0.00
	<i>Reason For Variance:</i>	Since we are using PI discretionary funds, this project is not in CRS. The dollars projected are the dollars spent.

<b>Measures</b>			
	<b>Units Complete</b>	<b>RR</b>	<b>HPI</b>
<i>Current Goal:</i>	1,300	NA	NA
<i>Goal at Completion:</i>	1,300	NA	NA
<i>Current actual:</i>	1,461	NA	NA
<i>Estimate at Complete:</i>			
<i>Variance:</i>			

**Other Measures**