

# ***Survey Research Operations***

























































































































































## ***Monthly Project Report***



























































































































































### ***Sponsored Projects***

***July 2020***



# NonArchived Sponsored Projects

Project	Type	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>ACL6</u>	Sponsored	Current												
<u>ACL-LIFE</u>	Sponsored	Current												
<u>AFHS</u>	Sponsored	Current												
<u>BFY</u>	Sponsored	Current												
<u>C.A.R.E.</u>	Sponsored	Current												
<u>CAMS 2019</u>	Sponsored	Current												
<u>CDS-19</u>	Sponsored	Current												
<u>ECHO</u>	Sponsored	Current												
<u>EDCPE</u>	Sponsored	Current												
<u>ED-Stars Continuation</u>	Sponsored	Current												
<u>H&amp;WB</u>	Sponsored	Current												
<u>HCAP 2020</u>	Sponsored	Current												
<u>HCDC, H&amp;C</u>	Sponsored	Current												
<u>HRS 2020</u>	Sponsored	Current												
<u>HRS-Neuro</u>	Sponsored	Current												
<u>IHDS3</u>	Sponsored	Current												
<u>MARS 2</u>	Sponsored	Current												
<u>MTF base year 2017-2022</u>	Sponsored	Current												
<u>MTF Panel (2017-2020)</u>	Sponsored	Current												

<u>MTF Web 2020</u>	Sponsored	Current																	
<u>NSFG 2010-2020</u>	Sponsored	Current																	
<u>OYMS 2019</u>	Sponsored	Current																	
<u>RDSL Recontact</u>	Sponsored	Current																	
<u>SCA 2020</u>	Sponsored	Current																	
<u>STARRS-LS</u>	Sponsored	Current																	
<u>STARRS-LS Supplement</u>	Sponsored	Current																	
<u>SWEL</u>	Sponsored	Current																	
<u>TAS2019</u>	Sponsored	Current																	
<u>Vaping Project</u>	Sponsored	Current																	
<u>VCT</u>	Sponsored	Current																	
<u>WMH-Qatar</u>	Sponsored	Current																	
<u>YWC2020</u>	Sponsored	Current																	

## Sponsored Projects

(ACL-LIFE) ACLLIFE Life History Interview and Validation (ACLLIFE)  
 (AFHS) American Family Health Study  
 (ACL6) Americans' Changing Lives - Wave 6  
 (BFY) Baby's First Years  
 (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  
 (HCAP 2020) Harmonized Cognitive Assessment Protocol, 2020  
 (HRS 2020) Health and Retirement Study 2020  
 (H&WB) Health and Wellbeing in Southeast Michigan  
 (HCDC, H&C) Housing & Children  
 (CAMS 2019) HRS 2019 Consumption and Activity Mail Study  
 (HRS-Neuro) HRS Neuroimaging Pilot  
 (OYMS 2019) HRS Off Year Mail Survey 2019  
 (IHDS3) India Human Development Survey Wave 3  
 (MTF base year 2017-2022) Monitoring the Future - Base Year 2017-2022  
 (MTF Web 2020) Monitoring the Future Web 2020  
 (NSFG 2010-2020) National Survey of Family Growth  
 (CDS-19) PSID Child Development Supplement V (2019)  
 (WMH-Qatar) Qatar World Mental Health Survey  
 (STARRS-LS Supplement) Study to Assess Risk and Resilience in Servicemembers - Longitudinal Study S  
 (STARRS-LS) Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study  
 (SCA 2020) Surveys of Consumer Attitudes  
 (TAS2019) Transition Into Adulthood Supplement  
 (Vaping Project) Vaping Project  
 (VCT) Video Communication Technologies in Survey Data Collection

**Project Name** ACLLIFE Life History Interview and Validation (ACLLIFE) (ACL-LIFE)

**Project Mode** Primary: Telephone

**Project Type** Sponsored Projects **Project Status** Current

**Budget** **Direct Budget:** 470,637.00 **Indirect Budget:** 263,556.00 **Total Budget:** 734,193.00

**Principal Investigator/Client** Sarah Burgard (SRC, Population Studies / Sociology / Epidemiology)

**Funding Agency**

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

**Project Team** **Project Lead:** Terri Ann Ridenour  
**Budget Analyst:** Grace Tison  
**Production Manager:**  
**Senior Project Advisor:** Shonda R Kruger-Ndiaye  
**Production Manager:**  
**Production Manager:** Pooja Varma-Laughlin

**Proposal #:** no data

**Description:** This project will conduct a Life History interview with the Americans' Changing Lives (ACL) panel by telephone using centralized SSL interviewers (and possibly Field interviewers, if necessary).

**SRO Project Period** 04/2020 - 08/2021

**Data Col Period** 01/2021 - 07/2021

**Security Plan** NA

**Milestone Dates**

**PreProduction Start:** 04/01/2020

**Pretest End:**

**Staffing Completed:**

**SS Train Start:**

**DC Start:** 01/11/2021

**Pretest Start:**

**Recruitment Start:**

**GIT Start:**

**SS Train End:**

**DC End:** 07/12/2021

**Other Project Team Members:**

Shonda Kruger-Ndiaye: SPA  
 Terri Ridenour: SRO Lead/Project Manager  
 Grace Tison: Financial Analyst  
 Pooja Varma-Laughlin: Production Manager  
 Jeff Smith: Technical Lead

Kelley Popielarz: Production Assistant

Helen (Hongyu) Johnson: SSI  
 Debra Heier: SSA (Project Coordination)

Jeff Smith: SurveyTrak Programmer  
 Ashwin Dey: WebTrak, Weblog Programmer  
 Karl Dinkelmann: CAI Programmer-Blaise

Jonathan Harrison: Data Manager  
 Chris Greene/Stephanie Windisch (ACL6 Data Managers): ACL-LIFE Data Management Consultants

TBD: Help Desk

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

<b>Sample Mgmt Sys</b>	SurveyTrak
<b>Data Col Tool</b>	Blaise 4.8
<b>Hardware</b>	Laptop; Desktop
<b>DE Software</b>	Other (Weblog (Locating and Logging Returned Calendars))
<b>QC Recording Tool</b>	DRI-CARI; DRI-CXM; Live monitoring
<b>Incentive</b>	Yes, R
<b>Administration</b>	SRO Group
<b>Payment Type</b>	Check, post (\$30)
<b>Payment Method</b>	Check through STRak RPay System

<b>Report Period</b>	July, 2020 (ACL-LIFE)	<b>Project Phase</b>	Planning
<b>Risk Level</b>	<i>On Track</i>		
<b>Monthly Update</b>	<p>SRO's pre-production work on the ACL-LIFE project started in May. I have weekly meetings with the PI and ad hoc meetings with the study office staff to discuss ACL sample updates and preload preparations. I've also been meeting with the SSL production manager and project manager. Last week I met with the technical lead and Blaise programmer to begin reviewing SHARELIFE code and discuss programming needs. Although pre-production work has begun, our official SRO Project Kickoff meeting is on September 10.</p> <p>After deliberating with the PI and SRO subunits, on 8/3/20 we decided to shift data collection start to January 2021. The instrument design and specification are still underway and we just received the event history calendar grid code from SHARE. We've had to weigh the various interviewer staffing constraints and project resource availability with programming requirements..</p> <p>Our goal is to have the instrument programmed and tested by late October. We can then use November and December to prepare our remote training, continue testing the instrument, and finalize our data collection systems and interviewer support materials before launching.</p> <p>-----</p> <p>Here's an update on pre-production work:</p> <p>1) Sampling: Sarah's ACL study team / data manager are working to prepare the updated ACL panel sample (address roster). They are conducting further locating activities, including NDI / Accurant searches and removal of respondents who are no longer eligible. I've been consulting with their ACL data manager about updates from Wave 6.</p> <p>2) Questionnaire (including adapted Event History Calendar): We received the first draft of the questionnaire (based on the SHARELIFE questionnaire) on 8/1/20.</p> <p>3) Blaise (CAI) instrument programming: I have created an initial draft of the Blaise instrument specifications. The SHARELIFE team has also shared the code necessary to program the event history calendar grid. Karl will review these resources and the initial Blaise spec document when he returns from vacation and has the opportunity (~late August). After his assessment, we'll confer with the PI about how complicated the grid may be to program for use on ACL-LIFE.</p> <p>4) Instrument testing: Not started.</p> <p>5) Sample management system &amp; report programming: Planning.</p> <p>6) Weblog programming (for logging and scanning copies of returned calendars): Not started.</p> <p>7) QC system configuration: Not started.</p> <p>8) Hiring &amp; Training of interviewers: Meet regularly with Pooja, the Production Manager, and consulted with Margaret and Lloyd, about staffing needs and sample management within the SSL. Although this is an SSL project, Field Iwers may be used if required.</p>		

**Special Issues**

**Cost**  
**Jul 20, 2020**

**Total Cost to Date (Direct + Indirect):** 12,922.94  
**Estimated Cost at Completion (E\$AC):** 714,981.10  
**Total Budget:** 734,193.00  
**Variance (Budget minus E\$AC):** 19,211.90  
**Reason For Variance:** I continue to update projections based on our project's staffing needs and available resources.

**Projections**  
**Jul 20, 2020**

**Dollars Projected For Month:** 6,498.92  
**Actual Dollars Used:** 5,776.75  
**Variance (Projected minus Actual):** 722.17  
**Reason For Variance:** Terri's hours were less than projected, due to other time-sensitive project priorities (ECHO Y5 proposal budget).

**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	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:** 04/21/2020

**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**

July, 2020 (AFHS)

**Project Phase**

Implementing

**Risk Level**

On Track

**Monthly Update**

July update

- Invites to the full replicate 1 (n=19,185) were mailed by Dataforce on 7/21.  
 - As of 7/27, 447 web screener forms have been completed (2.3% screener RR) providing 290 eligible cases (64.9% eligibility rate) and 108 of these selected respondents completed the full survey or the first module.

**Special Issues**

Response has been slow. We have encountered some severe mail issues due to the impact of the COVID pandemic on USPS.

**Cost**

**Aug 13, 2020**

**Total Cost to Date (Direct + Indirect):** 906,952.21

**Estimated Cost at Completion (E\$AC):** 2,416,324.11

**Total Budget:** 2,490,133.00

**Variance (Budget minus E\$AC):** 73,808.89

**Reason For Variance:**

Total costs are lower than budgeted -

A major protocol change which reduced costs was changing the age eligibility from 16-49 years to 18-49 years. This meant we will not spend IWER hours contacting parents of 16-18 (or 21 years in some states) to gain permission to include young adult children in the survey.

- We have also saved costs by contracting out formatting, printing, mailing and screening tasks to DataForce.

**Projections**

**Aug 13, 2020**

**Dollars Projected For Month:** 49,999.40

**Actual Dollars Used:** 38,848.02

**Variance (Projected minus Actual):** 11,151.38

**Reason For Variance:**

The majority of the variance was for non-salary costs.

Response has been very slow, mainly due to mail issues (letters have taken longer to reach addresses) - resulting in fewer cases to manage, pay TOAs etc.

Projections for respondent payments have now been updated, for replicate 1, based on the revised projected response.

**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>	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**  
**Data Col Period**  
**Security Plan**  
**Milestone Dates**

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

**PreProduction Start:**

**Pretest End:**

**Staffing Completed:**

**SS Train Start:** 04/02/2019

**DC Start:** 04/23/2019

**Pretest Start:**

**Recruitment Start:** 02/25/2019

**GIT Start:** 04/01/2019

**SS Train End:** 04/03/2019

**DC End:** 09/14/2019

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

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

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

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

**Sample Mgmt Sys**

SurveyTrak

**Data Col Tool**

Blaise 4.8

**Hardware**

Desktop

**DE Software**

NA

**QC Recording Tool**

NA

**Incentive**

Yes, R

**Administration**

SRO Group

**Payment Type**

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

**Payment Method**

NA

**Report Period**

July, 2020 (ACL6)

**Project Phase**

Closing

**Risk Level**

*Some Concerns*

**Monthly Update**

Phase 1 of the ACL6 project is currently on hiatus.

7/30/20: Lisa Holland, Shonda and I met with Maggie Hicken and Sarah Burgard to discuss ACL6 Telephone-Only Reboot Proposal (2.0) + Saliva Collection Protocol. We discussed estimate of cases, HPI, protocol, number of attempts, proposed workflow, incentives and staffing. Lisa and DMSS will prepare budget with assumptions we discussed and it could be applied for 10 additional sample (up to 100). Maggie is also working on a separate proposal that would involve saliva collection for the full ACL sample. This would be done after ACL-LIFE data collection wraps up next July 2021.

7/13/20: Maggie seemed hopeful about supplemental funding. Given the current circumstances, however, in person data collection is not feasible. Instead she's now proposing that SSL staff follow up with ACL6 non-responders who complete the ACL-LIFE interview and ask if interested in completing the ACL6 interview. This is likely a very small number of cases (~10-15).

12/24/19: The Phase 2, decentralized (Reboot) proposal and updated ballpark budget was submitted to the PI (see below). 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**  
**Jul 20, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	775,983.09
<b>Estimated Cost at Completion (E\$AC):</b>	775,983.09
<b>Total Budget:</b>	722,153.00
<b>Variance (Budget minus E\$AC):</b>	-53,830.09
<b>Reason For Variance:</b>	Please see Monthly Updates.

**Projections**  
**Jul 20, 2020**

<b>Dollars Projected For Month:</b>	0.00
<b>Actual Dollars Used:</b>	-140.40
<b>Variance (Projected minus Actual):</b>	-140.40
<b>Reason For Variance:</b>	Respondent incentive check cancellations and small postage charge was the only activity this month. Over the next few months an additional \$2K of credits are expected due to incentives checks being voided by the ISR Business Office as they "age out" (have been outstanding for 365 days).

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

<b>Project Name</b>	Baby's First Years (BFY)			
<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>	4,330,584.00	<b>Indirect Budget:</b>	1,797,114.00 <b>Total Budget:</b> 6,127,698.00
<b>Principal Investigator/Client</b>	Dr. Greg Duncan (University of California - Irvine) Dr. Kimberly Noble (Teachers College Columbia University) Dr. Katherine Magnuson (University of Wisconsin)			
<b>Funding Agency</b>	National Institute of Child Health and Human Development (NICHD)			
<b>IRB</b>	<b>HUM#:</b>	HUM00137963	<b>Period Of Approval:</b>	
<b>Project Team</b>	<b>Project Lead:</b>	Piotr Dworak		
	<b>Budget Analyst:</b>	Janelle P Cramer		
	<b>Production Manager:</b>	Barbara Aghababian-Homburg		
	<b>Senior Project Advisor:</b>	Stephanie A Chardoul		
	<b>Production Manager:</b>	Margaret Lavanger		
	<b>Production Manager:</b>	Anthony Romanowski		
<b>Proposal #:</b>	no data			
<b>Description:</b>	<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>			
<b>SRO Project Period</b>	10/2017 - 12/2020			
<b>Data Col Period</b>	04/2018 - 12/2020			
<b>Security Plan</b>	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**

July, 2020 (BFY)

**Project Phase**

Implementing

**Risk Level**

On Track

**Monthly Update**

Project updates:

BFY Age 2 is off to a good start. A month into Age 2 we are ahead of the goals and maintain the same staff of interviewers. Project data collection protocol is working smoothly with one exception of QC / Olive / DRI. DRI has been used without any problems in Age 1 but, for some reason, a deployment in the same environment for Age 2 has not produced usable recordings to evaluate. Troubleshooting is in progress. Moving on the project is focusing on some minor updates to a few components as requested by the PIs (changes to Blaise 4.8 Instrument, MCDI qualtrics survey, collecting of admin consent). Internally we are also working on launching the Verification process which was not part of the original scope. At this point, there are no plans to start any in-person work due to COVID-19 restrictions. We are monitoring regulations and related communication about feasibility of in-person work across all regulatory institutions overseeing the study (TCCU, NYSPI, and UM) .

Data collection / Sample: Weekly goals and actual by site:

	Goal	Actual	+/-
Overall	57	75	18
Nebraska	20	25	5
New York	21	30	9
Minnesota	2	3	1
Louisiana	14	17	3

Staffing:

Age 2 Staffing:

16 iwers in total

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)  
 Locators: 2 (OS, one with shared responsibility as a traveler)"

Technical system: All technical components of BFY are currently operational with the exception of QC / Olive / DRI.

Finances: Total project overrun at the end of July continues to be true with the budget projection from 5/14 which had been accepted by the PIs and included plans for additional outreach activities and field staffing + iwer pay increases.

#### Special Issues

Cost  
 Aug 10, 2020

**Total Cost to Date (Direct + Indirect):** 4,191,728.96  
**Estimated Cost at Completion (E\$AC):** 6,977,664.48  
**Total Budget:** 6,127,698.00  
**Variance (Budget minus E\$AC):** -849,966.48  
**Reason For Variance:** The projected overrun was presented to the Pis and accepted given the additional scope of work across Ages 1 - 3.

Projections  
 Aug 10, 2020

**Dollars Projected For Month:** 130,595.29  
**Actual Dollars Used:** 147,915.91  
**Variance (Projected minus Actual):** -17,320.62  
**Reason For Variance:** Under-projection for field management staff (TLs, PMs) and under-projection of project indirect fees.

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	57	—	11
<b>Goal at Completion:</b>	900	—	11
<b>Current actual:</b>	75	—	7
<b>Estimate at Complete:</b>	900	—	7
<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:**

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

**Report Period** July, 2020 (C.A.R.E.) **Project Phase** Implementing

**Risk Level** *Some Concerns*

**Monthly Update** System  
Programming and testing is continuing to streamline/refine the system.

Production  
CRS has been updated with projections to end data collection no sooner than September 2020 (Instead of July 31, 2020)

Production Statistics at the end of May:

	rel1	rel2	rel3	rel4	rel5	rel6	OTH*
Released Cases	492	92	981	1,827	1,510	1910	18
Response Rate	29%	21%	29%	24%	29%	28%	82
WEB	12%	16%	27%	23%	28%	28%	71
CATI	17%	4%	3%	1%	1%	1%	12%

\*OTH – cases not initially assigned to ISR but were transferred to SRO because R replied to email which goes to SRO Study (email) box.

**Special Issues****Cost**

Jul 31, 2020

**Total Cost to Date (Direct + Indirect):** 786,372.25

**Estimated Cost at Completion (E\$AC):** 1,019,631.48

**Total Budget:** 1,034,833.00

**Variance (Budget minus E\$AC):** 15,200.52

**Reason For Variance:**

Projected under-run is greatly reduced from prior months since funds are being routed to a no-cost extension for the data collection field period. Adjustments will be made to maximize production up to and during the extended data collection period.

**Projections**

Jul 31, 2020

**Dollars Projected For Month:** 96,541.78

**Actual Dollars Used:** 81,652.11

**Variance (Projected minus Actual):** 14,889.67

**Reason For Variance:**

Field staff production hours were lower than projected.

**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>	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%;"> <tr> <td><b>PreProduction Start:</b> 10/15/2017</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 11/01/2017</td> </tr> <tr> <td><b>Staffing Completed:</b></td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b> 01/22/2018</td> <td><b>SS Train End:</b> 01/23/2018</td> </tr> <tr> <td><b>DC Start:</b> 01/24/2018</td> <td><b>DC End:</b> 09/30/2019</td> </tr> </table>			<b>PreProduction Start:</b> 10/15/2017	<b>Pretest Start:</b>	<b>Pretest End:</b>	<b>Recruitment Start:</b> 11/01/2017	<b>Staffing Completed:</b>	<b>GIT Start:</b>	<b>SS Train Start:</b> 01/22/2018	<b>SS Train End:</b> 01/23/2018	<b>DC Start:</b> 01/24/2018	<b>DC End:</b> 09/30/2019
<b>PreProduction Start:</b> 10/15/2017	<b>Pretest Start:</b>												
<b>Pretest End:</b>	<b>Recruitment Start:</b> 11/01/2017												
<b>Staffing Completed:</b>	<b>GIT Start:</b>												
<b>SS Train Start:</b> 01/22/2018	<b>SS Train End:</b> 01/23/2018												
<b>DC Start:</b> 01/24/2018	<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>	July, 2020 (ED-Stars Continuation)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	On Track		

**Monthly Update**

April 10th was the last day of data collection. The PI had approved a small overrun of \$2,800 but due to additional Data Mgr hours needed at the end to clarify reports, the overrun is \$3,300 in July's cost report. It is unlikely that more charges will hit the account. The reason for the overrun was that a few weeks before the close of the project, the PI and the DCC (data management group) changed the case/control matching criteria which produced additional sample to work. It was not communicated to SRO which was why it was not included in projections. We outlined additional costs due to the increase in sample, and the PI approved this small overage. The project lead will forward the cost report to the PI, and update MPR with any concerns related to the additional \$500 in overages.

**Special Issues****Cost****Aug 31, 2020**

**Total Cost to Date (Direct + Indirect):** 643,751.78

**Estimated Cost at Completion (E\$AC):** 643,278.05

**Total Budget:** 529,284.00

**Variance (Budget minus E\$AC):** -3,330.78

**Reason For Variance:**

Total budget dollars is \$640,421.00. It was \$531,221.00, but the PI increased funds by 70k direct so that we could continue data collection. The reason for variance is increased costs due to increase in programming needs for instrument changes, increase in management time due to extensive time and resources to prepare and implement lower training sessions with PI's. Current overrun is due to additional sample being added at the end of data collection, requiring more staffing hours to work additional sample. PI approved and has committed to cover overrun.

**Projections****Aug 31, 2020**

**Dollars Projected For Month:** 0.00

**Actual Dollars Used:** 473.73

**Variance (Projected minus Actual):** -473.73

**Reason For Variance:**

Variance is due to additional Data Mgr hours needed to clarify reports after the end of data collection. (see below)

**Measures**

	Units Complete	RR	HPI
<b>Current Goal:</b>			
<b>Goal at Completion:</b>	1800		
<b>Current actual:</b>	446	74	3.19
<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 )					
	Jean Kerver (Michigan State University)					
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 - 08/2023												
Data Col Period	05/2018 - 03/2023												
Security Plan	NA												
Milestone Dates	<table><tr><td><b>PreProduction Start:</b></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></td><td><b>SS Train End:</b></td></tr><tr><td><b>DC Start:</b></td><td><b>DC End:</b></td></tr></table>			<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>
<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:**

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

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

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

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

**Risk Level** *On Track*

**Monthly Update** ECHO-wide Protocols

All NIH ECHO nationwide cohorts, including the Michigan-based MARCH cohort, are required to adopt the ECHO-wide Protocols beginning September 1, 2020.

On 8/6/20, a message was sent by the ECHO Coordinating Center, Data Analysis Center, and NIH Program Office. The message stated that to facilitate widespread use of the ECHO-wide Cohort Data Platform, ECHO must move to data collection standards according to the ECHO-wide Cohort Data Collection Protocol (EWCP) v1.2 or higher, as developed by ECHO investigators and approved by the Steering Committee.

The majority of the 18 ECHO-wide cohorts across the nation are currently collecting survey data directly via REDCap central, with all items (data elements required by ECHO-wide protocol) already programmed. However, a few sites, including the MSU/CHARM's MARCH cohort, are collecting data in a separate system (e.g. Illume RDC and Blaise/SurveyTrak). In the past, ECHO National worked on harmonization of the extant survey data MSU sent and mapping was done by the data coordinating center. Going forward, they're expecting all cohorts to use the same elements and MSU is responsible for the harmonization of survey data with ECHO National protocol.

As a result, significant changes to the existing Prenatal Surveys 1-2 and 3-month Survey are required. The MSU Study Office carefully reviewed the ECHO-wide protocol, compared with existing survey instruments and made initial set of proposed changes. Those changes were vetted through subject matter experts / PIs (Drs. Mike Elliott, Nigel Paneth, Jean Kerver and others) and reviewed by SRO. Dr. Elliott discussed concerns about harmonization with the PIs / MSU team and decisions were documented.

Long-term goals: For the MSU CHARM (MARCH Cohort) to be ECHO National team players, to comply with ECHO-wide Cohort Data Collection Protocol (v1.3) and implement all essential data elements.

We're working with Hueichun (and she is training Colette) to program the Illume changes to Prenatal Survey 1 and Survey 2. We'll also be working with Jim to program the Blaise changes that will be required in the 3-month survey instrument.

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**Re-Engagement Plan**

The MSU CHARM Study Office manages two groups of ECHO Recruiters: "MSU Employees" and "Non-MSU Employees." The MSU Study office has been given the okay by MSU's Regulatory Affairs office to begin recruitment by Non- MSU Employees. Therefore, they could technically resume recruitment at 3 locations: Covenant, Spectrum and Beaumont-affiliated clinics. However, there have been other delays: administrative (clinic office manager not

responsive), personnel (recruiter recently quit) and logistical (e.g. finding space to consent participants that adheres to rules). Beaumont is the first site that is expected to resume recruitment on 8/18/20.

As for the MSU Employed Recruiters, Dr. Paneth submitted a plan for safe return to their department chair/associate dean of research. Once approved, their 13-page application will then be submitted to the MSU ORA (Office of Research Administration). MSU's ORA recently opened up research in tiers (0-2) and we are considered tier 1. The team is now hopeful they may be able to resume recruitment in all other prenatal clinics by September.

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#### Other Updates

[Phase 1 - Prenatal Recruitment (Non-SRO staff)]: Meanwhile, the hospital engagement team and special committee at MSU is working on plans for safety protocol implementation and resuming recruitment at remaining sites:

- Ann Arbor (St. Joe)
- Novi (St. John)
- Dearborn (Beaumont)
- Detroit (DMC)
- Saginaw (Covenant)
- Grand Rapids (Spectrum-Butterworth)
- Port Huron (McLaren)

[Phase 1 - Prenatal Follow Up (Non-SRO staff)]: Although the volume of work has been significantly reduced, prenatal follow-up data collection activities continue. Recruiters follow up with women by TEL-only to complete their PN1 and/or PN2 surveys. Placenta collection continues at all hospital sites, via pathology/lab staff. Specimen log data is recorded on paper and will be entered in database at a later time. The DMC recruiter (Shetoya) is working on medical abstraction for the study during the hiatus. The new recruiters are helping with follow-up surveys prenatal surveys and surveys administered by MSU team.

[Phase 2 - Three-Month TEL Interview and Biospecimen Administration (SRO Staff)]: The 3M interview is TEL-only and continues without interruption. Post-interview affirmation of consent to participate in an infant specimen collection continues as well. An additional infant specimen collection protocol (i.e. toenails) has been implemented. Interviewers continue to notify those respondents who agree to the biospecimen component.

As reported in the "Special Issues" section, we are expecting to see a lull in 3M data collection at the beginning of 2021. It likely will last at least 5 months (Jan-July 2021) or more. We've communicated this to the production manager and interviewer team.

[Phase 1 and 2 - Research / Administrative Support]: Project staff (Debra) continues her 'essential' project responsibilities every -- i.e. manages mailing of checks and letters, conducting locating tasks and preparing and shipping biospecimen collection kits to participants.

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#### Production Stats

To date, 844 women have been recruited in clinics. Among those cases, 696 were still eligible and active study participants during Phase 1 (prenatal period up until child birth). The MARCH recruitment target is 1,100 live births.

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#### [Phase 2: 3-Month Data Collection Summary]

- Babies born: 665
- 3-month sample released: 656
- 3-Month Interviews Completed: 463
- Production HPI: 3.14
- Average Attempts / lw: 7.3
- lw length: 31.33
- Response Rate: 72%

**Special Issues****3M Data Collection Lull**

--The last woman enrolled in the MARCH cohort (ECHO study) was on March 12, 2020 -- that is, when recruitment paused in the clinics. The R's due date is 10/20/20 and released to the 3M sample for follow up around 1/20/21.

--Our ECHO Sample Projections file reflects known due dates (or child DOB, when available). Based on this information and the Supervisor Report data, we are expecting to see a significant lull in 3M data collection at the beginning of 2021.

--This reduction in 3M sample release and survey data collection activity is expected to last for a period of 6 months (~until July 2021).

We have a Project Review scheduled on October 2.

**Cost  
Jul 20, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	397,416.04
<b>Estimated Cost at Completion (E\$AC):</b>	447,732.34
<b>Total Budget:</b>	471,539.00
<b>Variance (Budget minus E\$AC):</b>	23,806.66
<b>Reason For Variance:</b>	Despite additional Y4 scope (i.e. expansion of biospecimen logging application to include ARCH in-person specimen and new MARCH ECHO specimen protocols, and Illumina programming updates to add required ECHO National consent language and survey questions), we are currently projecting growing cost overrun. This is due to the COVID-19 pandemic's pause of MARCH sample recruitment/consent and decline in prenatal data collection activity.

**Projections  
Jul 20, 2020**

<b>Dollars Projected For Month:</b>	35,801.49
<b>Actual Dollars Used:</b>	28,411.22
<b>Variance (Projected minus Actual):</b>	7,390.27
<b>Reason For Variance:</b>	Project Year 4 ends August 31, 2020. Due to the COVID-19 pandemic, recruitment and enrollment has been paused since March 13. As a result, there has been a reduction in Y4 costs associated with prenatal recruitment (Phase 1) and 3M follow-up data collection workscope (Phase 2) has shifted to Project Y5 (and Y6). Project Year 5 begins on September 1, 2020.
	This month's monthly variance was due to project management and programmer resource availability.

**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:	2,011,810.00	Indirect Budget:	603,543.00	Total Budget:	2,615,353.00
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</b>	EDC Program Evaluation
<b>Names:</b>	YCombinator Research Basic Income Study
<b>Sample Mgmt Sys</b>	Making Ends Meet
<b>Data Col Tool</b>	SurveyFak
<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

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<b>Report Period</b>	July, 2020 (EDCPE)	<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>	Most recording issues have been resolved. We were expecting fresh sample in July but that delivery has been delayed to August.
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EDC Study Staff are disputing the COVID charges. However, they have provided written agreement that they will honor any overages, outside of COVID charges, needed to achieve their goal of 3003 completed interviews.

EDC Project Team has started consolidation of the field staff - some are moving completely to other projects, some are being shared, and two have resigned from the project.

#### Special Issues

<b>Cost</b>	<b>Total Cost to Date (Direct + Indirect):</b>	2,342,937.31	
<b>Jul 31, 2020</b>	<b>Estimated Cost at Completion (E\$AC):</b>	2,724,476.41	
	<b>Total Budget:</b>	2,615,353.00	
	<b>Variance (Budget minus E\$AC):</b>	-109,123.41	
	<b>Reason For Variance:</b>	The overrun is based on unanticipated costs associated with the transition from FtF to phone interviewing due to the COVID-19 pandemic, such as programming, training and COVID-19 (non-worked) hours. The total COVID charges that have contributed to the overrun is \$116,024.00. Therefore without the COVID charges we would have a slight underrun.	
<b>Projections</b>	<b>Dollars Projected For Month:</b>	167,811.26	
<b>Jul 31, 2020</b>	<b>Actual Dollars Used:</b>	159,255.69	
	<b>Variance (Projected minus Actual):</b>	8,555.57	
	<b>Reason For Variance:</b>	Some COVID-19 hours. Also, freight and printing charges for new respondent mailing protocol, - costs more than anticipated. SRO team getting a sense of costs that will help to more accurately project costs for future months.	

<b>Measures</b>	<b>Units Complete</b>	<b>RR</b>	<b>HPI</b>
<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>	Harmonized Cognitive Assessment Protocol, 2020 (HCAP 2020)			
<b>Project Mode</b>	Primary: Not Available			
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current
<b>Budget</b>	<b>Direct Budget:</b>	3,300,000.00	<b>Indirect Budget:</b>	1,188,000.00
			<b>Total Budget:</b>	4,488,000.00
<b>Principal Investigator/Client</b>	Kenneth Langa (SRC) David Weir (SRC)			

<b>Funding Agency</b>	
<b>IRB</b>	<b>HUM#:</b>
<b>Project Team</b>	<b>Period Of Approval:</b>
	<b>Project Lead:</b> Maureen Joan O'Brien
	<b>Budget Analyst:</b> Richard Warren Krause
	<b>Production Manager:</b> Dianne G Casey
	<b>Senior Project Advisor:</b> Evanthia Leissou
	<b>Production Manager:</b>
	<b>Production Manager:</b>

**Proposal #:** no data

**Description:** Building off the 2016 Harmonized Cognitive Assessment Protocol (SRO #15-0011R01) experience, this project will involve the completion of a face-to-face CAPI interview, designed to provide a dementia assessment of HRS respondents. A sample of 4649 respondents (one per household) who are 65 years of age or older will be selected for this effort. The questionnaire will be administered to respondents after their HRS 2020 interview has been completed. The sample will not be clustered geographically. We propose to staff a team of approximately 32 interviewers. It is expected that this team will carry out well-planned regional trips in order to complete the 3200 in-person interviews. The respondent questionnaire length is expected to be 60 minutes. An informant interview will also be completed for each of the respondents interviewed. The informant questionnaire is expected to be 25 minutes and can be administered by telephone.

**SRO Project Period** 01/2020 - 12/2021

**Data Col Period** 07/2020 - 08/2021

**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:** PDMG: Tony Romanowski, Lisa VanHavermaet, Kasyera Kowalczyk. TSG: Jeff Smith, Brad Goodwin, Peter Sparks, Ashwin Dey, Deb Wilson

**Other Project Names:**

**Sample Mgmt Sys** SurveyTrak

**Data Col Tool** Blaise 4.8

**Hardware** Laptop; [UM cell] Phone

**DE Software** NA

**QC Recording Tool** NA

**Incentive** Yes, R; Yes, INF

**Administration** NA

**Payment Type** Check, prepaid (50); Check, post (25)

**Payment Method** Check through STrak RPay System

**Report Period** July, 2020 (HCAP 2020) **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** Due to the impact of COVID and the suspension of FTF interviewing, HCAP PI's are aiming for a production start "in the first half of 2020", if this will be possible. While this is broad timeframe, the PI's are aware of lead time needed for recruiting, preparations for completing systems development, training, and securing of training venue. At this point the PI's would like to continue with a FTF interview plan, and are not open to phone interviewing of any sort for informants or R's. R interviews consist of a series of cognitive tests, some of which would be very difficult to administer over the phone. At this point, projections have been pushed forward to December, 2020 – January 2021

for the preproduction with a February/March interviewer training. The project lead will continue to meet with the PI's on a monthly basis to revisit project Key Dates. The project lead continues with minimal hours, and meeting with the Co-PI and PI monthly.

**Special Issues**

Planning pretest-training and pretest, production training during global pandemic.

**Cost**

Aug 31, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	172,119.07
<b>Estimated Cost at Completion (E\$AC):</b>	4,100,518.12
<b>Total Budget:</b>	4,488,000.00
<b>Variance (Budget minus E\$AC):</b>	387,481.88
<b>Reason For Variance:</b>	The budget was healthy and was fully funded. We are adding efforts in to benefit the project - see below for detail.

**Projections**

Aug 31, 2020

<b>Dollars Projected For Month:</b>	31,633.40
<b>Actual Dollars Used:</b>	20,922.89
<b>Variance (Projected minus Actual):</b>	10,710.51
<b>Reason For Variance:</b>	Some staff have not been charging 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>	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 Sims <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
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<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>	July, 2020 (HRS 2020)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>Date collection began March 2nd. A couple weeks into March, in person data collection was halted due to COVID19 restrictions. All preferred mode TEL sample was released to the field and all preferred mode FTF sample was approved for phone interviews. Fifty percent of the preferred mode FTFs were approved for phone interviews with release mid June with the remainder approved to be released in September. 2,444 web lines had been released as of June with the final release scheduled for mid-August. As of July, 932 cases had been removed from the field based on the limited effort modeling.</p>		

Datamodel 8 was released to field and web. Preload updates for 59 variables were delivered to SRO for testing at the end of the month. A technical fix to the web login page was implemented to prevent respondents from clicking the login button multiple times - an issue that caused missing Blaise preload strings for 17 respondents. The SAQ mail protocol was launched in MSMS mid-July. Interviewers were trained on and began implementing the one contact protocol.

The team continued to focus on technical development, systems testing, interviewer supplies, precontact, SAQ, and WBD mailing preparations for field and web, coding, review of COVID hours charged to project, updating weekly goal projections, interviewer consolidation planning, and budgeting for the new SSA mail and COVID antibody testing mail protocols.

Measures noted in tables below are as of week 12 of data collection (end of July)

#### Special Issues

COVID19 pandemic impact to conducting in person interviews and budget  
 Potential impact to locating find rate and response rate due to no FTF efforts  
 Multiple preload updates and critical issues identified in programming of the datamodel which delayed the release of fresh sample to the field staff in June  
 Resource strain on the MSMS team and data managers  
 Availability of essential staff resources for mail assemblies and logging  
 MSMS technical issues which can inform future development and enhancements needed

#### Cost Jul 31, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	9,246,287.72
<b>Estimated Cost at Completion (E\$AC):</b>	15,191,693.91
<b>Total Budget:</b>	16,267,431.00
<b>Variance (Budget minus E\$AC):</b>	1,075,737.09
<b>Reason For Variance:</b>	The 6 year renewal proposal, which includes 2020, was based on a targeted dollar amount. 2020 original projections (approved by project staff) were based the 2018 response rate and 2018 actuals. Estimated under-run is due to the change in study protocol in response to COVID19 with all of the FTF and enhanced FTF cases approved for mode change to TEL, stopping interviewer SSA linkage consent, stopping WBD protocol, changing SAQ to be administered via mail with a phone follow-up, and COVID hours charged to date. Costs for transcription of one COVID question has been added. The SSA mail protocol and COVID antibody testing protocol budgets are being finalized and are not yet incorporated into the projections.

#### Projections Jul 31, 2020

<b>Dollars Projected For Month:</b>	964,497.43
<b>Actual Dollars Used:</b>	1,176,223.52
<b>Variance (Projected minus Actual):</b>	-211,726.09
<b>Reason For Variance:</b>	Interviewer hours were over projections by about 2,000 hours in July, not including COVID hours (which were another 912 hours). This resulted in the interviewers being \$72K direct over. Field Ops and Hiring & Training recharges did not get charged to any projects in July; there will be a correction in August which I have already projected. Since staff hours were slightly under, and with some of the recharges not hitting, the net salary overage for July was \$46K direct. Rpay was much higher than projected (by \$130K) due to web sample precontact checks being issued at the end of July rather than August for which August projections have been adjusted.

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	8,696	37.6%	6.2
<b>Goal at Completion:</b>	17,117*	74%	6.7
<b>Current actual:</b>	8,573	37.2%	6.1
<b>Estimate at Complete:</b>	17,117	74%	6.7
<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> 2,317,801.68										
<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>	Ian Ogden												
<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> 03/01/2021</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> 04/01/2021</td> <td style="padding: 5px;"><b>DC End:</b> 11/30/2021</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> 03/01/2021	<b>GIT Start:</b>	<b>SS Train Start:</b>	<b>SS Train End:</b>	<b>DC Start:</b> 04/01/2021	<b>DC End:</b> 11/30/2021
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<b>Pretest End:</b> 12/13/2019	<b>Recruitment Start:</b> 08/15/2019													
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<b>SS Train Start:</b>	<b>SS Train End:</b>													
<b>DC Start:</b> 04/01/2021	<b>DC End:</b> 11/30/2021													
<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>	July, 2020 (H&WB)	<b>Project Phase</b>	Planning
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>PIs informed SRO that the COVID supplement proposal has been funded. SRO activities will begin in October/November.</p> <p>We signed off all instruments in Blaise (English and Arabic)</p> <p>JC, Ian and Brad delivered a file to the PIs for the SRS sample. The PIs have not looked at it yet,.</p>		



**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

SRO notified the PI team of an increase of \$25K in the projectd overrun including the following explanation:  
The reasons for the increase in the projected direct cost overrun are explained below:

1.- Programming hours:

SRO Blaise programmers had to program a four hour survey in English and Arabic for pretest, which caused them to use most of the time projected for the duration of the project. Many of the cuts made to the cognitive assessment section have not been easy, because these removals impacted the delayed recall timers, which had to be reprogrammed.

There are also two additional instruments that had to be programmed after pretest (Proxy English and Arabic). While these instruments are similar to the main survey, there are lots of little programming changes (fills, first to third person, new social relations section, screen formatting) that imply multiple rounds of testing and bug fixing.

2.- Salary costs:

Taghreed Lovell was initially budgeted as a production assistant at approximately .6 FTE. A few months ago it became clear that Taghreed's involvement in translation and testing tasks as well as recruiting and training, so her projections were increased to a full FTE. A couple months ago, Taghreed was promoted to production manager, in part because of her amazing contributions to D-AMP. The current cost report reflects Taghreed's new salary.

3.- COVID Bank hours:

The COVID-19 bank of hours specified by U-M is being charged to shortcodes that employees would be charging if they were able to work, including sponsored projects. This is an allowable, though unanticipated, expense on our project. To date, 391 hours have been charged to D-AMP under the PT, EPSLA or FMLA shortcodes. These charges translate to \$16,500 in direct costs.

As we agreed during our last meeting, except for Ian Ogden, nobody from the SRO project management team will be charging any hours (beyond those already worked in May) during the stoppage in operations. Ian is leading our technical development efforts and the goal is to complete Blaise and Survey Trak programming by the end of July.

**Cost**  
**Jul 31, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	991,862.00
<b>Estimated Cost at Completion (E\$AC):</b>	2,540,187.00
<b>Total Budget:</b>	2,317,801.68
<b>Variance (Budget minus E\$AC):</b>	-222,385.00
<b>Reason For Variance:</b>	

Total projected overrun grew slightly this month as a result of additional work done by Blaise and ST programmers and testers. We are confident that we can bring the overrun back down by a slight reduction of management hours during production.

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. Additional delays brought on by the COVID-19 crisis also contribute to the projected overrun.

**Projections**  
**Jul 31, 2020**

<b>Dollars Projected For Month:</b>	14,254.00
<b>Actual Dollars Used:</b>	11,506.00
<b>Variance (Projected minus Actual):</b>	2,748.00
<b>Reason For Variance:</b>	ST work will be completed in August

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>	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:** 08/18/2020

**DC Start:** 08/02/2020

**Pretest Start:**

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

**GIT Start:**

**SS Train End:** 08/21/2020

**DC End:** 12/31/2020

**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>	July, 2020 (HCDC, H&C)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	<i>On Track</i>		
<b>Monthly Update</b>	<p>During July 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>• Monitored subcontracts, project invoicing and payments.</li> <li>• Prepared and submitted quarterly activity report.</li> <li>• Revised and updated project schedule. Developed preliminary schedule for Social Security data collection steps.</li> <li>• Finalized plan for Social Security forms data collection effort.</li> <li>• Reviewed supply needs for Social Security form data collection. Checked existing study inventory for available supplies and prepared orders.</li> <li>• Continued work to update/revise manual chapters for Wave 2 training. Began to revise training plan for all-telephone interviewing.</li> <li>• Conducted rounds of scenario-based integrated testing of study instruments.</li> <li>• Revised logging system design for all-telephone interviewing. Began to specify report and logging needs for Social Security data collection effort.</li> <li>• IRB <ul style="list-style-type: none"> <li>o Prepared initial drafts of documents for the Social Security data collection effort.</li> <li>o Updated Social Security data collection recruitment documents based on input from research team</li> <li>o Worked with designer to finalize reminder card and instruction pamphlet design</li> <li>o Reviewed translations of Social Security collection recruitment documents</li> <li>o Prepared and submitted IRB application at UM</li> </ul> </li> </ul> <p>Task 2: Sampling</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Attended project meetings.</li> <li>• Continued testing of updated preload data (Wave 1 data and results needed for the Wave 2 survey implementation).</li> </ul> <p>Task 3: Questionnaire Development</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Incorporated questionnaire changes and question additions requested by research team.</li> <li>• Tested questionnaire and sample management system revisions.</li> <li>• Began integrated testing of new questionnaire revisions for all-telephone interviewing.</li> <li>• Began testing of Spanish Coverscreen and Spanish PCG instrument</li> <li>• Developed preliminary dashboard reports.</li> </ul> <p>Task 4: CAI Programming</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Continued iterative bug-fixing/testing/programming sequences.</li> <li>• Programmed question changes for SSN data collection as requested by research team</li> <li>• Programmed Spanish language instruments</li> </ul> <p>Task 5: Systems Programming</p> <p>% Task Spent to date</p> <ul style="list-style-type: none"> <li>• Modified field sample management system application (Surveytrak) to fine tune application for telephone data collection</li> <li>• Updated Webtrak to remove all columns related to field interviewing</li> <li>• Conducted instrument testing.</li> <li>• Updated all preload, prepared sample for testing and training.</li> </ul>		

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

##### % Task Spent to Date

- Finalized review of on-staff interviewer applications. Selected staff, processed hiring paperwork.
- Continued discussing plans and technology for conducting synchronous training for telephone interviewers.

Incorporated best practices and “lessons learned” from other projects.

- Continued revisions to training agenda.
- Finalized introductory video for interviewers to inform them about the Wave 1 data collection, and introduce the project team
- Continued editing and updating the project manual
- Finalized program for home-study for interviewers Began planning team leader training.

#### Task 8: Main Data Collection

##### % Task Spent to Date

- Conducted in-depth respondent locating
- o Conducted manual database searches for lost respondents. Called contact persons when necessary to obtain updated information.
- o Contacted respondents to update address, contact person information. Noted deceased respondents, family structure changes.
- o Logged results of searches and outreach.
- Logged and data entered address updates for returned respondent cards/telephone updates of address and contact information. Processed respondent payments. Re-mailed cards as necessary.
- Began preparing laptops and cell phones for interviewers.

#### 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 implementation of the Emergency Family and Medical Leave Expansion Act and the Families First Coronavirus Response Act will increase project costs. These are Federal and University-authorized project charges to cover lost work due to family care or inability to work due to the pandemic. We do not expect these charges to significantly impact SRC's ability to complete the H&C project within the current budget allocation.
- The project will be delayed until mid-August 2020 due to the coronavirus epidemic, and will be changed to an all-telephone administration. The delay and scope change will impact project costs related to additional questionnaire and sample management system programming changes, as well as ongoing management costs due to the project extension.
- The reduction in work scope (no child questionnaire, no neighborhood observations, no in-person interviewing, and no biomarkers or physical measures) is expected to reduce data collection costs.
- Continued changes to the questionnaires and scope which impact the sample management systems has led to cost overruns for questionnaire design and programming tasks.
  - o The PCG questionnaires (in-area and out-of-area) for Wave 2 were not finalized until after the initial deadline. 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.
  - o 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.
  - o Further changes related to the change in scope from face-to-face interviewing to all-telephone interviewing will further impact project costs and increase overruns in tasks related to systems development and reporting.
- The delay in the data collection field period from 2019 to 2020 has increased 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 was originally budgeted.

**Wave 2 Work Scope Changes:**

- Notification of new specifications for State Data Consent forms received on February 9th, requiring revising and reprinting forms, developmental costs, and revised IRB submissions.
- 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 was delayed until April/May 2020 at the request of the research team. This will impact the cost of pre-production, respondent locating, and likely also impact the cost of interviewer hiring and training.
- The sample size is being increased to include the full Wave 1 sample, including households where no children were interviewed at Wave 1.
- The start of Wave 2 is being further delayed by the coronavirus pandemic. This will negatively impact project costs unless there are other offsets. Moving to an exclusively telephone data collection mode may reduce costs, but will also result in fewer completed interviews, both at the household level (due to lower response rate) and individual level (no child assessments). In addition, many of the measures cannot be collected over the phone, including laser tape measurement, physical measures, dried blood spots, interviewer household observations, neighborhood observations, or administration of the Social Security Administration or records-matching forms.
- Social Security forms will be collected via a mail survey (approved by the research team). The data collection will be conducted following a protocol for a traditional mail survey, with a cohort beginning each month.

**Cost  
Aug 11, 2020**

**Total Cost to Date (Direct + Indirect):** 9,835,390.96

**Estimated Cost at Completion (E\$AC):** 11,707,299.94

**Total Budget:** 11,843,058.00

**Variance (Budget minus E\$AC):** 135,758.06

**Reason For Variance:**

The project's change to an all-telephone protocol has brought the projected expenditures in line with the budget. We do expect some of the projected underrun to be used as the PI's continue to tweak the data collection protocol. Most recently, in the last few weeks the PIs have asked for a more tailored (and more expensive) protocol for the social security form data collection.

**Projections  
Aug 11, 2020**

**Dollars Projected For Month:** 191,699.00

**Actual Dollars Used:** 109,351.00

**Variance (Projected minus Actual):** 82,318.00

**Reason For Variance:**

The project was further delayed (more than what had been anticipated), pushing the data collection and training to mid-August from early August. In addition, due to PI requests for changes, we have been delayed in printing study supplies for the Social Security form data collection.

Measures	Units Complete			RR	HPI
	<b>Current Goal:</b>			1041 PCG iws	70%
	<b>Goal at Completion:</b>				8.0
	<b>Current actual:</b>			0	
	<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>	July, 2020 (CAMS 2019)	<b>Project Phase</b>	Closing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	General summary for monthly activities: - Cost monitoring - Logging and shipping of returned questionnaires to project staff on hold until staff back in the Ann Arbor office		
<b>Special Issues</b>			



**Cost**  
**Jul 31, 2020**

**Total Cost to Date (Direct + Indirect):** 470,726.62  
**Estimated Cost at Completion (E\$AC):** 398,011.21  
**Total Budget:** 415,183.56  
**Variance (Budget minus E\$AC):** 17,172.35  
**Reason For Variance:** Higher rate of voids projected for project overall based on lower response rate and number of cashed checks to date.

**Projections**  
**Jul 31, 2020**

**Dollars Projected For Month:** 135.00  
**Actual Dollars Used:** 119.97  
**Variance (Projected minus Actual):** 15.03  
**Reason For Variance:** The variance is minimal.

**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**

<b>Project Name</b>	HRS Neuroimaging Pilot (HRS-Neuro)												
<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> 169,363.00	<b>Indirect Budget:</b> 16,938.00	<b>Total Budget:</b> 186,301.00										
<b>Principal Investigator/Client</b>	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)												
<b>Funding Agency</b>	Alzheimer's Association												
<b>IRB</b>	<b>HUM#:</b> HUM00142251	<b>Period Of Approval:</b>	04/2018-01/2021										
<b>Project Team</b>	<b>Project Lead:</b> Ian Ogden <b>Budget Analyst:</b> Richard Warren Krause <b>Production Manager:</b> Veronica Connors-Burge <b>Senior Project Advisor:</b> Evanthia Leissou <b>Production Manager:</b> <b>Production Manager:</b>												
<b>Proposal #:</b>	no data												
<b>Description:</b>	<p>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.</p> <p>As of March 14, 2020 all field data collection was halted due to COVID-19; as of July, 2020 all ongoing project maintenance was halted and the project deactivated, anticipating a potential re-launch in early-2021.</p>												
<b>SRO Project Period</b>	01/2018 - 12/2021												
<b>Data Col Period</b>	03/2019 - 11/2021												
<b>Security Plan</b>	NA												
<b>Milestone Dates</b>	<table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 01/15/2018</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> 03/20/2019</td> <td><b>SS Train End:</b> 03/20/2019</td> </tr> <tr> <td><b>DC Start:</b> 03/25/2019</td> <td><b>DC End:</b> 11/30/2021</td> </tr> </table>			<b>PreProduction Start:</b> 01/15/2018	<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> 03/20/2019	<b>SS Train End:</b> 03/20/2019	<b>DC Start:</b> 03/25/2019	<b>DC End:</b> 11/30/2021
<b>PreProduction Start:</b> 01/15/2018	<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> 03/20/2019	<b>SS Train End:</b> 03/20/2019												
<b>DC Start:</b> 03/25/2019	<b>DC End:</b> 11/30/2021												
<b>Other Project Team Members:</b>	[TSG] Technical Lead: Pamela Swanson [TSG] Programmer: Ashwin Dey [TSG] Data Manager: Matthew Sciborski [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)												
<b>Other Project Names:</b>	HRS Neuroimaging Study HCAP Neuroimaging Pilot												
<b>Sample Mgmt Sys</b>	HRS NPS Survey Trak; Project specific system (Web Logging for Site Sample Management)												
<b>Data Col Tool</b>	Blaise 4.8												
<b>Hardware</b>	Laptop; Other (Optional Laptop for External Site Teams)												
<b>DE Software</b>	Other (Web Logging for Site Data-Entry); N/A												
<b>QC Recording Tool</b>	NA												
<b>Incentive</b>	Yes, R; Yes, Other (Travel Expenses (processed and issued by imaging sites))												
<b>Administration</b>	SRO Group; Other (Imaging Site Teams (travel expenses only))												
<b>Payment Type</b>	Check, post (\$200.00)												
<b>Payment Method</b>	Check through STrak RPay System												

<b>Report Period</b>	July, 2020 (HRS-Neuro)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	[Project Status] Pilot remains in "Some Concerns" status.		

**[COVID Costs]**

COVID-related costs to the project from March-July, 2020 amount to \$3,312 (\$3,011 direct) and are limited to salary costs among field staff hours charged to the PEL/PAN banks. Some of these hours were charged after the change in eligibility for usage of the PAN bank and may therefore be revised or reassigned.

Note that the project HPI and figures in the "Measures" section do not incorporate COVID hours, as we believe to be the standard across projects.

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**[Pre-Deactivation Tasks - Status]**

- (a) Resolution of outstanding QC issues in imaging site data-entry: Pending; three issues remain and sites awaiting details from their respective teams.
- (b) Recovery of field / imaging site laptops: Complete
- (c) Interim Data Delivery: Complete
- (d) Update to Neuroimaging Production Report: On hold; pending additional person-level data from SRC Team. Considered low-priority.

**Special Issues**

- (1) [Ongoing through Deactivation] Successfully re-launching this pilot after significant time and HRS activity have taken place; impacts on sample, pilot infrastructure (e.g. imaging site availability) unknown.
- (2) [Ongoing] Determining appropriate effort / yield when relying on self-managing partner sites over whose practices and operations we have little-to-no leverage;
- (3) [Ongoing] Ensuring effective monitoring in the absence of coordinating center staff with clinical expertise;
- (4) [Ongoing] Examining success of pilot in involving underrepresented groups (as compared with a volunteer-sample)

**Cost  
Jul 31, 2020**

<b>Total Cost to Date (Direct + Indirect):</b>	199,169.64
<b>Estimated Cost at Completion (E\$AC):</b>	226,414.35
<b>Total Budget:</b>	186,301.00
<b>Variance (Budget minus E\$AC):</b>	-40,113.35
<b>Reason For Variance:</b>	(Most Recent Contributors First)

[New] Projected overrun increased very slightly following July, 2020; continued field TL use of COVID / PAN bank resulted in higher-than-projected interviewer hours. Possible reassignment of some of such hours is possible due to revised eligibility for COVID / PAN hours from 6/17/2020.

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**[Previously Reported]**

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.

December, 2019: SRO projections updated once again to reflect an approximate doubling of the pilot study sample (~\$26,000 of the projected overrun).

August, 2019: SRO projections updated to reflect extension of the data collection period (~\$36,000 of projected overrun)

**Projections  
Jul 31, 2020**

<b>Dollars Projected For Month:</b>	715.97
<b>Actual Dollars Used:</b>	921.81
<b>Variance (Projected minus Actual):</b>	-205.84
<b>Reason For Variance:</b>	

Projections in May had been previously updated to reflect hiatus and interim closeout tasks. Costs for month were negative (surplus) due to a \$2,200 credit from previous check voids hitting in May, 2020.

Ignoring the one-time void-credit, costs for the month were \$1,059.66 or \$765.88 below projections. This is largely due to fewer-than-projected ongoing maintenance hours (e.g. hours projected for SPA, ST DBA, but none charged).

**Measures**

	<b>Units Complete</b>	<b>RR</b>	<b>HPI</b>
<b><i>Current Goal:</i></b>	105	50.0%	1.0
<b><i>Goal at Completion:</i></b>	[pending]	[pending]	[pending]
<b><i>Current actual:</i></b>	32	19.2%	1.62
<b><i>Estimate at Complete:</i></b>	[pending]	[pending]	[pending]
<b><i>Variance:</i></b>	[pending]	[pending]	[pending]

**Other Measures**

As of 8/18/2020 (following mid-March suspension of all data collection activities):

[SRO Recruitment Rate - Goal] - 90.0%

[Projected SRO Recruitment Rate] - 55.0% (126 recruited / 229 finalized)

[Projected Completion / Scan Rate] 19.2% (32 completed / 167 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></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> 11/15/2019</td> <td style="padding: 5px;"><b>SS Train End:</b> 11/15/2019</td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 10/21/2019</td> <td style="padding: 5px;"><b>DC End:</b> 05/01/2020</td> </tr> </table>				<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> 11/15/2019	<b>SS Train End:</b> 11/15/2019	<b>DC Start:</b> 10/21/2019	<b>DC End:</b> 05/01/2020
<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> 11/15/2019	<b>SS Train End:</b> 11/15/2019													
<b>DC Start:</b> 10/21/2019	<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>	July, 2020 (OYMS 2019)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	Some Concerns		
<b>Monthly Update</b>	<p>An essential staff member resumed logging of SAQs. DataForce has scanned all LHMS questionnaires sent to them and began scanning Health questionnaires in July.</p> <p>Health Survey RR: 84%          LHMS Questionnaire only protocol RR: 38%          LHMS Non-response protocol RR: 12%</p>		

**Special Issues**

Multiple funding agencies

HRS project staff has informed that they will not be ready to provide the data to SRO for LHMS coding until end of 2020 or early 2021

**Cost**

Jul 31, 2020

**Total Cost to Date (Direct + Indirect):** 783,320.55

**Estimated Cost at Completion (E\$AC):** 784,036.20

**Total Budget:** 1,218,420.00

**Variance (Budget minus E\$AC):** 434,383.80

**Reason For Variance:**

Under-run due to much lower response rate than budgeted for the LHMS survey, lower HPI for non-response follow-up 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**

Jul 31, 2020

**Dollars Projected For Month:** 12,980.54

**Actual Dollars Used:** 182.58

**Variance (Projected minus Actual):** 12,797.96

**Reason For Variance:**

Dataforce has started scanning completed health questionnaires but has not yet submitted an invoice. Projections 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"> <tr> <td><b>PreProduction Start:</b></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></td> <td><b>SS Train End:</b></td> </tr> <tr> <td><b>DC Start:</b></td> <td><b>DC End:</b></td> </tr> </table>				<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>
<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>													
<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:**

<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>	Other (TBD)
<b>QC Recording Tool</b>	DRI-CARI
<b>Incentive</b>	Yes, Other (TBD)
<b>Administration</b>	Other (TBD)
<b>Payment Type</b>	Other (TBD)
<b>Payment Method</b>	Other (TBD)

Report Period	July, 2020 (IHDS3)	Project Phase	Implementing																								
Risk Level	On Track																										
Monthly Update	The project continues to be in the pre-production phase. The Marriage and Fertility instrument was completed and released to the client. Programming has started for the Community School instrument and the client is working on finalizing the outstanding CRQs (i.e., Migrant, Contact Obs). The Household SurveyTrak project is still awaiting on the client to provide some information, so the specs can be finalized. The basic structure of the SurveyTrak Village project is in place and is being updated as the client provides more details. Integration testing is being done by both internal staff and the client. Webtrak for the HH Project has been developed and the SRO team is developing requested reports. The team continues to meet frequently with the client to document all project requirements and design decisions. The project's management team is meeting weekly with TSG to keep the staff informed with the project design, coordinate effort, and to report out on progress.																										
Special Issues	<p>There are several concerns, with the foremost as the timeline, given the size and complexity of the project. The other concerns include:</p> <ul style="list-style-type: none"><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 and we have recently lost our data manager<ul style="list-style-type: none"><li>○ Mitigation:<ul style="list-style-type: none"><li>■ Laura Yoder is helping to cover data manager tasks until Jonathan Harrison returns full time.</li><li>■ The Field User Management tool was develop to give the NCAER staff more responsibilities for certain data management tasks</li><li>■ Continue to working closely with NCAER to keep the timeline on track to avoid unnecessary rework</li></ul></li></ul></li></ul>																										
Cost																											
Jul 31, 2020	<table><tr><td><b>Total Cost to Date (Direct + Indirect):</b></td><td>399,003.12</td></tr><tr><td><b>Estimated Cost at Completion (E\$AC):</b></td><td>421,637.55</td></tr><tr><td><b>Total Budget:</b></td><td>531,902.53</td></tr><tr><td><b>Variance (Budget minus E\$AC):</b></td><td>110,264.98</td></tr><tr><td><b>Reason For Variance:</b></td><td>Budget has increased to \$757,884.53 due to the addition of the Gates3 Fund. This project is saving hours because this project will be put on hold and we dk what additional issues will arise when restart happens.</td></tr></table>			<b>Total Cost to Date (Direct + Indirect):</b>	399,003.12	<b>Estimated Cost at Completion (E\$AC):</b>	421,637.55	<b>Total Budget:</b>	531,902.53	<b>Variance (Budget minus E\$AC):</b>	110,264.98	<b>Reason For Variance:</b>	Budget has increased to \$757,884.53 due to the addition of the Gates3 Fund. This project is saving hours because this project will be put on hold and we dk what additional issues will arise when restart happens.														
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Jul 31, 2020	<table><tr><td><b>Dollars Projected For Month:</b></td><td>22,439.87</td></tr><tr><td><b>Actual Dollars Used:</b></td><td>22,685.91</td></tr><tr><td><b>Variance (Projected minus Actual):</b></td><td>-246.04</td></tr><tr><td><b>Reason For Variance:</b></td><td>minimal variance on projections versus actual for this month</td></tr></table>			<b>Dollars Projected For Month:</b>	22,439.87	<b>Actual Dollars Used:</b>	22,685.91	<b>Variance (Projected minus Actual):</b>	-246.04	<b>Reason For Variance:</b>	minimal variance on projections versus actual for this month																
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<b>Estimate at Complete:</b>																											
<b>Variance:</b>																											



<b>Project Name</b>	Monitoring the Future - Base Year 2017-2022 (MTF base year 2017-2022)													
<b>Project Mode</b>	Primary: Class SAQ      Total of Modes: 1													
<b>Project Type</b>	Sponsored Projects		<b>Project Status</b>	Current										
<b>Budget</b>	<b>Direct Budget:</b>	4,701,300.00	<b>Indirect Budget:</b>	2,615,631.00 <b>Total Budget:</b> 7,316,931.00										
<b>Principal Investigator/Client</b>	Richard Miech (Survey Research Center)													
<b>Funding Agency</b>														
<b>IRB</b>	<b>HUM#:</b>	00131235	<b>Period Of Approval:</b>	4/18/2019 - 4/17/20										
<b>Project Team</b>	<b>Project Lead:</b>	Rebecca Gatward												
	<b>Budget Analyst:</b>	Mary Johnson												
	<b>Production Manager:</b>	Barbara Aghababian-Homburg												
	<b>Senior Project Advisor:</b>	Gregg Peterson												
	<b>Production Manager:</b>	Margaret Lavanger												
	<b>Production Manager:</b>	Lloyd Fate Hemingway												
<b>Proposal #:</b>	no data													
<b>Description:</b>	<p>The Monitoring the Future study is an epidemiological and etiological research project begun in 1975. The project functions as a basic research study, as well as one of the nation's major sources of reliable information on trends in smoking, drinking and drug use.</p> <p>It is based on two interconnected series of surveys using nationally representative samples:          (a) self-administered annual in-school surveys of 8th, 10th, and 12th graders (about 15,000-17,000 in about 140 8th grade schools, about 120 10th grade schools and about 125 12th grade schools per year);          (b) panels of high school graduates aged 19-30, 35, 40,45, 50, 55, and 60 (surveyed by mail). Panel members aged 19-30 are sent a questionnaire every other year/asked to complete a web survey and the older sample members are sent questionnaires (mail and web) at five-year interval. The MTF panel study has three parts - early in the year a locating effort targets panel members who ....          The web panel launches in spring and around June a telephone non-response effort begins.</p>													
<b>SRO Project Period</b>	04/2017 - 04/2022													
<b>Data Col Period</b>	02/2018 - 07/2022													
<b>Security Plan</b>	Yes													
<b>Milestone Dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>PreProduction Start:</b> 04/30/2017</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> 07/30/2022</td> </tr> </table>				<b>PreProduction Start:</b> 04/30/2017	<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> 07/30/2022
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<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> 07/30/2022													
<b>Other Project Team Members:</b>	DRAFT - Hueichun Peng, Timothy Wright, David Bolt, Debre Heier,													
<b>Other Project Names:</b>														
<b>Sample Mgmt Sys</b>	SurveyTrak; Project specific system (SurveyCTO)													
<b>Data Col Tool</b>	Other (SurveyCTO)													
<b>Hardware</b>	Tablet													
<b>DE Software</b>	N/A													
<b>QC Recording Tool</b>	N/A													
<b>Incentive</b>	Yes, Other (Honorarium paid to school by MT project staff )													
<b>Administration</b>	ISR Group (MTF project team)													
<b>Payment Type</b>	NA													
<b>Payment Method</b>	Check through other system													

<b>Report Period</b>	July, 2020 (MTF base year 2017-2022)	<b>Project Phase</b>	Initiation
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	July updates Plans for the next wave of the base year are evolving – the following is a summary of what we know now and the design we are currently assuming for planning purposes.		

- MTF is classified as Tier 3 (using the assessment chart provided by IRB) and thus high risk. There is no date set yet for IRB to accept applications for FTF research in this classification (Tier 3).
- With the almost certain issues we will face interviewing in schools next wave in mind, we will develop an online option for students to complete. This development work has begun. The survey will be programmed (by the MTF team), SRO will work on a portal and basic SMS along with some updated field procedures. We plan to conduct a small pilot (~4 schools) mid October.
- MTF callers will begin recruiting the schools for 2021 in August. During this call they will provide the different options for completing the survey - in the following order of preference...
  - o School admin using tablets (same as 2018, 2020) - goal would be 90 schools, realistically this may be ~50.
  - o Web version administered in schools using students devices
  - o Web version completed by students from home
- Web data collection will launch first (in February) , any in school admins would be tentatively scheduled for late April - June, if at this point we are still not able to resume FTF visits, data collection in these schools will be attempted via web mode.
- Interviewers will have a role for schools where the web survey is used for data collection. Their role has not yet been defined, but would include being the point of contact with the school (as they usually are) and they could be 'on call' or a virtual proctor during the web survey admin.
- The MTF team (Ginny and Richard) have met a team in Colorado who are using web mode for data collection in schools to learn from their experience).
- The intention is also to share results with the schools sooner than we would usually. This is because the survey will include questions on student's experiences of the COVID pandemic – it is felt that these will be most useful to the school if they are provided as quickly as they can be. (This means SRO will download the data and deliver it more frequently than usual).

### Special Issues

Cost  
Aug 13, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	4,957,492.54
<b>Estimated Cost at Completion (E\$AC):</b>	7,150,308.61
<b>Total Budget:</b>	7,316,931.00
<b>Variance (Budget minus E\$AC):</b>	166,622.39
<b>Reason For Variance:</b>	<ul style="list-style-type: none"> <li>- Wave 1 (2017-18) &amp; Wave 2 (2018-19) - 50 supplemental school admins (not budgeted)</li> <li>- Wave 2 travel costs were higher than budgeted due to staff availability.</li> <li>- Wave 3 (2019-2020) - 500 additional tablets were purchased. The cost of these and other necessary equipment was not budgeted.</li> <li>- Wave 4 - below budget because data collection was halted on 13 March (due to COVID pandemic all FTF research was halted). All data collection costs were below those projected.</li> <li>- Wave 5 - Due to change in data collection design (new web mode) IWER hours and other costs associated with in person school admins are lower than originally projected (based on initial assumptions about the IWERs role in the remote admins and the number of in person admins and travel costs). (we are now monitoring against the revised projections these do not include the hours needed to develop and pilot the new web mode). The notes sent with the July Client cost report are uploaded (in MPR).</li> </ul>

Projections  
Aug 13, 2020

<b>Dollars Projected For Month:</b>	17,275.60
<b>Actual Dollars Used:</b>	19,170.55
<b>Variance (Projected minus Actual):</b>	-1,894.95
<b>Reason For Variance:</b>	The small difference between projected and actuals for July is due to staff time (not projected) to begin developing the remote (web) option for 2021 Base Year. The decision to go ahead and pilot then introduce a web option for 2021 was just made in late June/early July. The web mode will eliminate the need for in person school admins but still allow data to be collected in schools providing only virtual tuition or where visitors are not allowed to enter schools (COVID risks).

### 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>	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> 662,512.00	<b>Indirect Budget:</b> 368,621.00	<b>Total Budget:</b> 1,031,133.00		
<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%; 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>	Gregg Peterson (SPA), Rebecca Gatward (Director), Donnalee Grey-Farquharson, Hueichun Peng, 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>	SMS; Web SMS; Project specific system (RLM, RIMS)				
<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, 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>	July, 2020 (MTF Web 2020)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	On Track		

**Monthly Update**

Production continues to go well. Current overall RR including the new release for the Base Year 2020 sample is 41.63%.

The new BY2020 replica was released to production. Study staff has indicated that they would like to additional sample lines to - effort was made in July to prepare for this new/fresh additional sample for the BY2020

SRO is working on a supplemental budget to accommodate this additional work.

**Special Issues****Cost**

Jul 31, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	689,277.47
<b>Estimated Cost at Completion (E\$AC):</b>	917,981.73
<b>Total Budget:</b>	1,031,133.00
<b>Variance (Budget minus E\$AC):</b>	113,151.27
<b>Reason For Variance:</b>	Includes an under-run carried over from 2016- 2019.

**Projections**

Jul 31, 2020

<b>Dollars Projected For Month:</b>	32,463.23
<b>Actual Dollars Used:</b>	14,552.07
<b>Variance (Projected minus Actual):</b>	17,911.16
<b>Reason For Variance:</b>	Some hours projected for July to work on Release 7 were worked in August due to delay in receiving sample for R7.

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

<b>Report Period</b>	July, 2020 (NSFG 2010-2020)	<b>Project Phase</b>	Closing
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<b>Risk Level</b>	On Track
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<b>Monthly Update</b>	<p>We are in the post-production phase for NSFG Cycle 8. Data collection ended September 11, 2019. The contract end date is 12/30/2020. The two main efforts remain; 1. SRO and ICPSR coordination for PUF4 delivery, and 2. NSFG project closeout activities including compiling deliverables for NCHS as outlined in the contract, disabling daily batch processes and systems as able, organizing files and databases, and planning a timeline for shutting down servers and the secure FSEC environment. At this time, closeout activities and PUF4 delivery activities are mostly on track. There has been a delay this month regarding the PUF4 preparation. The DRB was to have a perturbation memo to SRO/ICPSR by 8/3 so that we could begin perturbations. As of last Friday, 8/14, it had still not been received. In the memo will be information necessary to complete perturbations, as well as requested changes from</p>
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the DRB. We have been in communication with NCHS regarding the timeline as SRO/ICPSR will not meet deliverable date due to the delay from the DRB, so perturbation dates will be extended. SRO has increased staffing to assist in efficiently completing technical tasks related to close of this contract and deliverables. Regarding the SQL Anywhere server in FSEC update, we have not received word yet from CDC whether or not we will need to update this. The server had been outdated for a few years, and all requests for waivers to CDC to update had been granted, until fall, 2019, when the request was denied. After CMT and SRO project management discussed this with CDC, the CMT Director reapplied for the waiver, stating that we are in the final year of data collection and there are currently no remote users accessing the server. The cost of the update is included in the post-production budget. Regarding the NSFG closeout budget, we are currently projecting a total of \$31,032 total underrun for the Post-production budget. As server update costs are not spent and continue to be pushed forward, we continue to see this underrun. The NSFG project management team meets tomorrow, 8/19, to update projections and we expect the underrun to decrease as other projections are pushed forward, and projections for increased effort for closeout tasks are added.

Updates on total budget:

Total C8-10 Budget: \$45,682,579

Actuals+Projections: \$45,659,504

Variance: \$23,075

July 2020:

Actuals: \$72,030.79

Projections: \$40,998.15

Variance: \$31,032.64

Total Post-production:

Budget: \$902,000

Projected CAC: \$879,034.16

Variance: \$22,965.84

NCHS has not made contact with SRO regarding the contract proposal submitted on 7/10/2020. We are eagerly awaiting possible questions or feedback. The next 10-year contract was set to begin September 1, 2020.

#### Special Issues

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

#### Cost Aug 31, 2020

**Total Cost to Date (Direct + Indirect):** 45,075,393.00

**Estimated Cost at Completion (E\$AC):** 45,688,961.00

**Total Budget:** 41,101,388.47

**Variance (Budget minus E\$AC):** 6,000.00

#### Reason For Variance:

The total NSFG budget with all approved contract mods is actually \$45,682,579. Additional workscope, higher than anticipated HPI, higher yield, higher interviewer attrition, increased travel, increased hiring and training have all led to increased costs. NCHS is providing additional funding in the spring of 2019 to cover the projected overrun as well as to increase interview yield in the final two quarters of the contract. Additionally, new interviewers will be recruited and trained in order to carry out the additional interviewing and to account for increased attrition.

#### Projections Aug 31, 2020

**Dollars Projected For Month:** 0.00

**Actual Dollars Used:** 11,056.16

**Variance (Projected minus Actual):** -11,056.16

#### Reason For Variance:

Overrun was \$19k. After taking account of a \$13k underrun from year 10, the final project overrun was \$6,000. Regarding monthly costs, no costs were projected for the month, while some costs continued to come in and hit the project which is why there was a monthly overrun.

#### Measures

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

#### Other Measures

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

<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 - 8/4/2021										
<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 - 02/2021												
<b>Data Col Period</b>	09/2019 - 12/2020												
<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> 12/05/2020</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> 12/05/2020
<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> 12/05/2020												
<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>	July, 2020 (CDS-19)	<b>Project Phase</b>	Implementing										
<b>Risk Level</b>	Some Concerns												
<b>Monthly Update</b>	Stats as of 8/18 FPR: Coverscreen - 3015 completes (3590 lines) PCG - 904 completes (3036 lines) Child - 1588 completes (5603 lines) Other adult - 438 completes (2785 lines)  Restart prep is in full swing. PDMG worked with DMSS to define the sample and with TSG to develop technical												

systems and test. Interviewer and SurveyTech training plans were made. Respondent materials were reviewed and updated for the Restart. SSL staff helped with on-going unpacking of interviewer materials returned to Ann Arbor. Time Diary Coders were invited to a refresher training and that work was re-launched. Additionally, several staff were trained in Time Diary Data Entry.

**End Game Summary:**

CS end game (\$20 incentive). End date (4/19) announced on 4/2. Ended interviewer-initiated Coverscreen interviewing on 4/19.

PCG interview end game (additional \$50) and end date (5/10) announced on 4/9.

Adolescent interview end game (additional \$15) and end date (5/31) announced on 4/23. A \$20 gatekeeper token for PCGs was also offered.

IVR end game (\$15). End date 6/21.

**Special Issues**

The Fall Restart will be completed under these shortcodes. Pre-production work is underway, with a planned, mid-Sept production launch. The end date listed below has been updated to reflect the planned end of the Restart data collection period.

**Cost**  
**Jul 31, 2020**

**Total Cost to Date (Direct + Indirect):** 7,615,141.45

**Estimated Cost at Completion (E\$AC):** 8,926,518.14

**Total Budget:** 8,965,959.00

**Variance (Budget minus E\$AC):** 39,440.86

**Reason For Variance:**

Now projecting an underrun of \$25K direct cost, down from a \$5K overrun projection last month, mainly due to non-salary cost projection updates and a field interviewer COVID hour correction.

This COVID hour correction removes field interviewer COVID hours from CDS that were charged due to lack of work, when that charging reason was still appropriate, but after the interviewers had been consolidated from CDS. This correction totals approximately \$6K direct cost. COVID time incurred is still under review and may be reduced if further errors are identified.

All COVID time entered by regular and contingent staff through the end of July is reflected in the cost report, including the \$6K correction. COVID time is not included in future projections, but is still able to be charged by SRO regular staff or CDS assigned SSL staff until the project commitment end date for reasons other than lack of remote work.

**Projections**  
**Jul 31, 2020**

**Dollars Projected For Month:** 159,898.38

**Actual Dollars Used:** 109,283.53

**Variance (Projected minus Actual):** 50,614.85

**Reason For Variance:**

There was monthly variance in both directions in both Salary and Non-Sal costs netting a positive variance. Non-Sal variance (including ~\$3,250 in account credits) was a significant driver on the positive variance. Survey Tech hours also came in lower than projected. It appears that no Field Ops charges were assessed.

Note: Beginning with the May cost report we are projecting actual, incurred COVID time that has yet to be reflected in the report but is certain. No COVID time beyond that is projected.

**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: Telephone      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** July, 2020 (WMH-Qatar)      **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** Due to the COVID-19 pandemic, the SRO team is now helping Qatar identify and adjust key indicators that will be more appropriate for a phone interview rather than in person. The team has also been analyzing some of the current indicators and making adjustments to parameters based on the pilot data collected during the winter. The Qatar team has also asked for help to review additional indicators created by them. For the most part, the Qatar team will be implementing all these new changes into their visualization tool, but we have agreed to help with the SQL code to compute them.

**Special Issues**

None

**Cost**

Jul 31, 2020

*Total Cost to Date (Direct + Indirect):* 51,164.68*Estimated Cost at Completion (E\$AC):* 70,678.26*Total Budget:* 74,928.00*Variance (Budget minus E\$AC):* 4,149.74*Reason For Variance:* Project team will be re-allocating some of the hours to be consumed during the remaining term of the contract.**Projections**

Jul 31, 2020

*Dollars Projected For Month:* 3,685.82*Actual Dollars Used:* 1,730.41*Variance (Projected minus Actual):* 1,955.41*Reason For Variance:* Some of the programming time was not consumed at this time due to resource time. Planning to re balance the hours.**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>	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>	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.				
<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%; 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="width: 50%; 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>	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>	July, 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**  
**Aug 06, 2020**

**Total Cost to Date (Direct + Indirect):** 645,820.00  
**Estimated Cost at Completion (E\$AC):** 645,820.00  
**Total Budget:** 640,000.00  
**Variance (Budget minus E\$AC):** -5,820.00  
**Reason For Variance:** April through June 2020 we also used the supplement account to cover early Wave 3 pre-production activities while we awaited the STARRS 3 sub-award. The supplement funds expired in June and the overall project deficit shows as \$5,820

**Projections**  
**Aug 06, 2020**

**Dollars Projected For Month:** 177,427.00  
**Actual Dollars Used:** 169,582.00  
**Variance (Projected minus Actual):** 7,845.00  
**Reason For Variance:** Minor variance.

**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="width: 50%; 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="width: 50%; 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>	July, 2020 (STARRS-LS)	<b>Project Phase</b>	Implementing
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	<input type="checkbox"/> We received the letter of intent to fund from HJF on July 2 and took steps to set up a hardship account. The hardship account request covers approximately one month of costs. We established procedures to track costs while awaiting approval for the hardship account. <input type="checkbox"/> We received the STARRS 3 sub-award notice from HJF on July 14 and started the process of establishing the sub-award with the university.		

- We continued making progress on Wave 3 pre-production activities:
  - We received the Wave 3 instrument preload from Harvard.
  - We continued designing the complex consent process to account for the possibility of mode switching. The design and programming assume that the MHS and VA HIPAA consent protocols will be in place for October start of Wave 3.
  - We worked toward hiring interviewers and team leaders, and discussed dates for Wave 3 training.
- IRB: We submitted an amendment on July 8 and received approval on July 27.
- James and Meredith met with our IRB administrator on July 9 to review the proposed plan for obtaining IRS addresses from NIOSH. The full IRB will discuss on August 5.
- We completed the upgrade to part of the enclave Linux system.
- We continued work on biomarker group requests for assistance. During the month, work was carried out on four requests.
  - We received construct files that were re-created using the corrected SSN-LinkageID list from AAG. We decrypted, processed and posted 53 (of 64) construct files to the enclave.
  - We prepared a file, requested by Harvard, for transfer via the data locker back to AAG.
  - We completed the inspection of the NDI multiple record matches, to determine the correct match in each case, and we started preparations to create an NDI deliverable file for analyst use.
  - The quarterly ICPSR user report was sent to USUHS on July 28.
  - ICPSR released STARRS-LS Wave 2 on July 21, but formatting adjustments to the User Guide are needed and are in process.
  - We awaited signature/approval from the Army to reduce the security level of the ICPSR public data by moving data access from the Virtual Data Enclave (VDE) to the "Secure Download" option (called IDARS - ICPSR Data Access Request System).
  - We obtained information from ICPSR about the possibility of releasing biomarker/assay data through their systems.

## Special Issues

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

- NIOSH addresses
  - 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. The ODUSA memo of June 15, which was updated to include AAG in the process, was a slight improvement, but details of the steps, process and individuals who will handle the SSN list or the NIOSH addresses were left to U-M to document in a background document for the U-M IRB. The background document was reviewed and approved by Paul, Bob G, and James. James and Meredith discussed it with our IRB administrator in early July and will join the full board meeting on August 5. 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.
- Wave 3 Challenges
  - Wave 3 consent review and approval process. Some good progress has been made in that we received approval from the U-M IRB. Risks still remain in that the protocol has yet to receive approval from the USUHS IRB. Also, we may not receive approval of the DSA modification request in time, and we will likely not receive any sort of VA prior approval. As a result, we could employ MHS and VA HIPAA authorization forms that end up not being acceptable to the DHA and VA when it comes time to request data for linkage. At the moment, we are committing resources to planning a consent process that include both consent forms. This involves designing and programming these options. Removing one or both consent processes if one or both of the agencies do not approve will require additional design, programming, and testing effort, and might result in a delay of production.
  - HIPAA authorization cannot be provided verbally during CATI interviews. We have established detailed procedures for telephone interviews. It is uncertain how successful gaining the HIPAA consents for CATI respondents will be.
  - In implementing a cumbersome consent battery, our response rates are likely to go down for both web and phone interviews.
- Enclave Support
  - 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
  - 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.
  - 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**  
**Jun 30, 2020**

**Total Cost to Date (Direct + Indirect):** 12,778,571.64  
**Estimated Cost at Completion (E\$AC):** 12,831,092.00  
**Total Budget:** 12,834,699.00  
**Variance (Budget minus E\$AC):** 3,607.00  
**Reason For Variance:** After final reconciliation and close-out processing, our final underrun for the Years 1 through 5 STARRS-LS accounts is \$3,607. The Financial Status Report (closeout report) was submitted.

**Projections**  
**Jun 30, 2020**

**Dollars Projected For Month:** 0.00  
**Actual Dollars Used:** 0.00  
**Variance (Projected minus Actual):** 0.00  
**Reason For Variance:** May was our last month to focus on charging ongoing work to the 5-year no cost extension

**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** Surveys of Consumer Attitudes (SCA 2020)

**Project Mode** Primary: Telephone      Total of Modes: 1

**Project Type** Sponsored Projects      **Project Status** Current

**Budget** *Direct Budget:* 1,109,882.00      *Indirect Budget:* 0.00      *Total Budget:* 1,109,882.00

**Principal Investigator/Client** Richard Curtin (SCA)  
tUBER sUZER-gURTEKIN (sca)

**Funding Agency**

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

**Project Team** *Project Lead:* Theresa Camelo  
*Budget Analyst:* Dean E Stevens  
*Production Manager:* Ruth B Philippou  
*Senior Project Advisor:* Shonda R Kruger-Ndiaye  
*Production Manager:*  
*Production Manager:*

**Proposal #:** no data

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

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

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

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

**Security Plan** NA

**Milestone Dates**

<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> 04/22/2020	<i>DC End:</i> 05/26/2020

**Other Project Team Members:**

**Other Project Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** Blaise 4.8

**Hardware** Desktop

**DE Software** NA

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

**Incentive** Not used

**Administration** N/A

**Payment Type** N/A

**Payment Method** N/A

**Report Period** July, 2020 (SCA 2020)      **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** July SCA began as scheduled on June 24 and ended on schedule on July 27. We completed 603 IWs (322 RDD/181 RECON6/100 RECON12); 3 IWs above the targeted 600 (320 RDD/180 RECON6/100 RECON12). Our cumulative HPI was 3.15 (.15 above the budgeted 3.0 - July was a 5 week month and HPI tends to be higher in 5 week months).

**Special Issues**



**Cost**  
**Aug 14, 2020**

*Total Cost to Date (Direct + Indirect):* 92,490.17  
*Estimated Cost at Completion (E\$AC):* 92,237.99  
*Total Budget:* 1,109,882.00  
*Variance (Budget minus E\$AC):* 252.17  
*Reason For Variance:* NA

**Projections**  
**Aug 14, 2020**

*Dollars Projected For Month:* 92,490.17  
*Actual Dollars Used:* 92,237.99  
*Variance (Projected minus Actual):* 252.17  
*Reason For Variance:* NA

**Measures**

	Units Complete	RR	HPI
<i>Current Goal:</i>	600		3.0
<i>Goal at Completion:</i>	600		3.0
<i>Current actual:</i>	603		3.15
<i>Estimate at Complete:</i>	603		3.15
<i>Variance:</i>			

**Other Measures**

**Project Name** Transition Into Adulthood Supplement (TAS2019)

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

**Project Type** Sponsored Projects    **Project Status** Current

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

**Principal Investigator/Client** Narayan Sastry (ISR)

**Funding Agency**

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

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

**Proposal #:** no data

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

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

**SRO Project Period** 07/2019 - 08/2020

**Data Col Period** 11/2019 - 06/2020

**Security Plan** NA

**Milestone Dates**

***PreProduction Start:*** 08/01/2019

***Pretest End:***

***Staffing Completed:*** 10/15/2019

***SS Train Start:***

***DC Start:*** 11/14/2019

***Pretest Start:***

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

***GIT Start:***

***SS Train End:***

***DC End:*** 08/15/2020

**Other Project**

**Team Members:**

**Other Project Names:** Transition Into Adulthood Supplement

**Sample Mgmt Sys** MSMS

**Data Col Tool** Blaise 5

**Hardware** Desktop; [UM cell] Phone

**DE Software** NA

**QC Recording Tool** Camtasia

**Incentive** Yes, R

**Administration** SRO Group

**Payment Type** Check, post (\$70)

**Payment Method** Check through other system (PSID RAPS)

**Report Period** July, 2020 (TAS2019)

**Project Phase** Closing

**Risk Level** On Track

**Monthly Update** Project updates:

TAS has finished data collection on 8/15 with a few closing activities and R outreach into 8/19. Final report will be available after coding all the lines and partial interviews. Without counting partials interviews the project has achieved 86.4% response rate. Response rate for the Mixed-Mode (Web/Phone) sample was higher (87.7%) than for the Phone Only sample (81%). Closing activities this and next week include debriefing with the interviewers and writing the final report / debrief for the PIs.

Data collection / Sample:

Response rate 86.4% represents 2566 completes from the 3017 released lines. Mixed mode sample 2110 out of 2444 and Phone Only 456 out of 573 lines in each treatment.

Staffing: TAS has retained staff of 17 SSL interviewers (including TLs) through the end of fieldwork. We've added 9 Field staff trained on 4/21. Three field attrition left us with 6 field iwers. In the closing 2 weeks staff was reduced to 6 interviewers calling on the Phone Only sample.

Technical system: TAS is documenting improvements to apply to the 2021 and like projects.

Finances: The budget reflects final adjustments for adding the Field team + extending the work through end of July/August. The current TAS overrun matches expected estimated combined effort of SSL + Field. Addition of Field staff was projected separately and presented to the PIs at the onset of the project. Current budget has been communicated and accepted by the PIs.

#### Special Issues

Cost  
Aug 10, 2020

**Total Cost to Date (Direct + Indirect):** 1,296,215.06  
**Estimated Cost at Completion (E\$AC):** 1,377,314.65  
**Total Budget:** 1,206,654.00  
**Variance (Budget minus E\$AC):** -170,660.65  
**Reason For Variance:** Added field interviewers, extended project timeline/staff through 8/15 to make additional calls to the phone only sample.

Projections  
Aug 10, 2020

**Dollars Projected For Month:** 168,773.74  
**Actual Dollars Used:** 164,327.24  
**Variance (Projected minus Actual):** 4,446.50  
**Reason For Variance:** Field recharge not applied in July.

#### Measures

	Units Complete	RR	HPI
<b>Current Goal:</b>	2566	.85	8.6
<b>Goal at Completion:</b>	2630	.89	
<b>Current actual:</b>	2566	.85	11.0
<b>Estimate at Complete:</b>	2566	.87	
<b>Variance:</b>			

#### Other Measures

Project Name	Vaping Project (Vaping Project)														
Project Mode	Primary: Web														
Project Type	Sponsored Projects		Project Status	Current											
Budget	Direct Budget:	111,862.00	Indirect Budget:	62,642.00	Total Budget: 174,504.00										
Principal Investigator/Client															
Funding Agency															
IRB	HUM#:	Period Of Approval:													
Project Team	Project Lead:	Peter Rakesh Batra													
	Budget Analyst:														
	Production Manager:														
	Senior Project Advisor:	Kirsten Haakan Alcser													
	Production Manager:														
	Production Manager:														
Proposal #:	no data														
Description:	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 (MTF) Base Year study. Using a starting sample of approximately 1,900 respondents from MTF, SRO will administer a data collection "burst" consisting of one 30-minute survey and 14 days of 7-minute surveys. SRO will conduct all surveys as self-administered web surveys. SRO will coordinate all electronic contact with respondents (email and text message), but will not handle any paper mailings, telephone non-response respondent follow-up, or the payment of respondent incentives. SRO's involvement will last for 12 months starting in April 2020, with the data collection between September and December 2020. 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.														
SRO Project Period	05/2020 - 11/2020														
Data Col Period	08/2020 - 10/2020														
Security Plan	NA														
Milestone Dates	<table><tr><td>PreProduction Start:</td><td>Pretest Start:</td></tr><tr><td>Pretest End:</td><td>Recruitment Start:</td></tr><tr><td>Staffing Completed:</td><td>GIT Start:</td></tr><tr><td>SS Train Start:</td><td>SS Train End:</td></tr><tr><td>DC Start:</td><td>DC End:</td></tr></table>					PreProduction Start:	Pretest Start:	Pretest End:	Recruitment Start:	Staffing Completed:	GIT Start:	SS Train Start:	SS Train End:	DC Start:	DC End:
PreProduction Start:	Pretest Start:														
Pretest End:	Recruitment Start:														
Staffing Completed:	GIT Start:														
SS Train Start:	SS Train End:														
DC Start:	DC End:														
Other Project Team Members:	Hueichun Peng														
Other Project Names:															
Sample Mgmt Sys	Web SMS														
Data Col Tool	Illume														
Hardware	NA														
DE Software	N/A														
QC Recording Tool	N/A														
Incentive	Yes, Other (MTF Team making Tango or check payment)														
Administration	SRO Group														
Payment Type	NA														
Payment Method	NA														

<b>Report Period</b>	July, 2020 (Vaping Project)	<b>Project Phase</b>	Initiation
<b>Risk Level</b>	On Track		
<b>Monthly Update</b>	In July we continued to test the process and intricacies of the baseline questionnaire and eligibility rules for spawning daily surveys for eligible R's. A new addition to the Web SMS programming now includes a flag for the MTF team to track the opt-in procedure for R's providing a saliva sample, and also tracking when a saliva kit was sent out and received back. (Even though SRO is not involved with the saliva data collection activity, it seemed prudent to accommodate this request into the Web SMS system). The testing of the systems has been proceeding to plan, however, there is a high probability of moving the start of our data collection activity due to a delay in receiving IRB		

approval. (An IRB amendment is required for questionnaire and wording changes, and this can't be submitted until there is no active eResearch document for this project still under review.) At this stage we are anticipating a 1 week delay which means a 'live' baseline survey is available for August 28 instead of August 21. One small issue with this project has been the contingency account. However, it looks like we are now close to having a 'real' account set up to charge to with then allows the creation of this project in CRS.

### Special Issues

#### Cost

Aug 31, 2020

<b>Total Cost to Date (Direct + Indirect):</b>	21,129.24
<b>Estimated Cost at Completion (E\$AC):</b>	144,307.00
<b>Total Budget:</b>	174,504.00
<b>Variance (Budget minus E\$AC):</b>	0.00
<b>Reason For Variance:</b>	This is using a contingency account, so the cost data not yet fully available. It's been delayed another month, so hopefully by the end of July this will be resolved..

#### Projections

Aug 31, 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>	N/A

#### 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>	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%; 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%; 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</b>	Kallan Larsen - PSM MS Student
<b>Team Members:</b>	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))

Report Period	July, 2020 (VCT)	Project Phase	Closing
Risk Level	On Track		
Monthly Update	<p>The team continues to meet regularly to discuss analyses that Tian and Kallan are doing.</p> <p>We worked with ITS and determined we will have a few cases with missing Blue Jeans data. With that we are officially done with ITS. We are waiting for the final bill from them to hit. We expect that to hit in August.</p> <p>Andrew met with Dean to update cost projections. Overall we are projecting to be about right on target (projecting a slight under run on both budgets).</p> <p>We are waiting to hear back from MiCDA about whether they will have additional funds. If so, they wouldn't be available until January of 2020. We will likely submit for more funds for analysis.</p>		
Special Issues			
Cost			
Aug 31, 2020	Total Cost to Date (Direct + Indirect):	333,370.23	
	Estimated Cost at Completion (E\$AC):	376,471.18	
	Total Budget:	377,455.00	
	Variance (Budget minus E\$AC):	530.82	
	Reason For Variance:	VM costs are on target. The summer intern time from May and June came through. The summer intern is coming in at a cheaper rate than the line on which we were projecting. We have adjusted our projections through the end of the year for the intern to continue analyses.	
		The cost information for the MiCDA funds are: Total Budget: \$54,207 Total Cost to Date: \$54,118.00 Estimated cost at completion: \$54,118.00 Variance: \$89.00	
Projections			
Aug 31, 2020	Dollars Projected For Month:	25,043.27	
	Actual Dollars Used:	9,125.00	
	Variance (Projected minus Actual):	15,918.27	
	Reason For Variance:	Not all of the time projected for the summer intern came through. The back time from May and June came through. We were also projecting at a different title (GSRA) than the line the intern's time came through on (RES ASSOC II TEMP).	

Measures	Units Complete		RR	HPI
	<i>Current Goal:</i>	855	20%	
	<i>Goal at Completion:</i>	855		
	<i>Current actual:</i>	1,109	12.5%	
	<i>Estimate at Complete:</i>			
	<i>Variance:</i>			

Other Measures