

# ***Survey Research Operations***

## ***Monthly Project Report***

***Sponsored***

***May 2021***



## Sponsored Projects

(ACL6) *Americans' Changing Lives - Wave 6*  
 (ACL-LIFE) *ACLLIFE Life History Interview and Validation (ACLLIFE)*  
 (AFHS) *American Family Health Study*  
 (ALS Controls) *ALS Matched Control Recruitment*  
 (BFY) *Baby's First Years*  
 (C.A.R.E.) *Concussion Assessment, Research and Education (CARE) Consortium*  
 (CBII) *Mellon College and Beyond II*  
 (CDS-19) *PSID Child Development Supplement V (2019)*  
 (ECHO) *Environmental Influences on Child Health Outcomes*  
 (EDC-Semi Structured) *Every Dollar Counts Semi-Structured Interviews*  
 (HCAP 2020) *Harmonized Cognitive Assessment Protocol, 2020*  
 (HCDC, H&C) *Housing & Children*  
 (HRS 2020) *Health and Retirement Study 2020*  
 (HRS 2020 ABT) *HRS 2020 COVID Antibody Test*  
 (HRS 2021 OYMS / COVID Survey) *HRS 2021 Off-Year Mail Study / COVID Survey*  
 (MARS 2) *Malaysia Ageing and Retirement Study Wave 2*  
 (MTF base year 2017-2022) *Monitoring the Future - Base Year 2017-2022*  
 (MTF NR 2021) *Monitoring the Future Nonresponse 2021*  
 (MTF Panel (main data collection) 2021) *Monitoring the Future Panel (web) 2021*  
 (PSID21) *Panel Study of Income Dynamics 2021*  
 (SCA 2021) *Surveys of Consumer Attitudes*  
 (STARRS-LS Waves 3 & 4) *Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study*  
 (VCT) *Video Communication Technologies in Survey Data Collection*  
 (WMH-Qatar) *Qatar World Mental Health Survey*

**NonArchived Sponsored Projects**

| Project                                      | Type      | Status  | Project Lead                  | Jan | Feb | Mar | Apr | May |
|--|-----------|---------|-------------------------------|-----|-----|-----|-----|-----|
| <i>ACL6</i>                                  | Sponsored | Current | Terri Ann Ridenour            | ●   | ●   | ●   | ●   | ●   |
| <i>ACL-LIFE</i>                              | Sponsored | Current | Terri Ann Ridenour            | ●   | ●   | ●   | ●   | ●   |
| <i>AFHS</i>                                  | Sponsored | Current | Rebecca Gatward               | ●   | ●   | ●   | ●   | ●   |
| <i>ALS Controls</i>                          | Sponsored | Current | Rebecca Loomis                | □   | ●   | ●   | ●   | ●   |
| <i>BFY</i>                                   | Sponsored | Current | Piotr Dworak                  | ●   | ●   | ●   | ●   | ●   |
| <i>C.A.R.E.</i>                              | Sponsored | Current | Donnalee Ann Grey-Farquharson | ●   | ●   | ●   | ●   | ●   |
| <i>CBII</i>                                  | Sponsored | Current | Maureen Joan O'Brien          | ●   | ●   | ●   | ●   | ●   |
| <i>CDS-19</i>                                | Sponsored | Current | Rachel Anne Orlowski          | ●   | ●   | ●   | ●   | ●   |
| <i>DAWN CS</i>                               | Sponsored | Current | Juan Carlos Donoso            | ●   | ●   | ●   | ●   | □   |
| <i>ECHO</i>                                  | Sponsored | Current | Terri Ann Ridenour            | ●   | ●   | ●   | ●   | ●   |
| <i>EDC-Semi Structured</i>                   | Sponsored | Current | Karin Schneider               | ●   | ●   | ●   | ●   | ●   |
| <i>H&amp;WB</i>                              | Sponsored | Current | Juan Carlos Donoso            | ●   | ●   | ●   | ●   | □   |
| <i>HCAP 2020</i>                             | Sponsored | Current | Maureen Joan O'Brien          | ●   | ●   | ●   | ●   | ●   |
| <i>HCDC, H&amp;C</i>                         | Sponsored | Current | Barbara Lohr Ward             | ●   | ●   | ●   | ●   | ●   |
| <i>HRS 2020</i>                              | Sponsored | Current | Evanthia Leissou              | ●   | ●   | ●   | ●   | ●   |
| <i>HRS 2020 ABT</i>                          | Sponsored | Current | Evanthia Leissou              | ●   | ●   | ●   | ●   | ●   |
| <i>HRS 2021 OYMS / COVID Survey</i>          | Sponsored | Current | Ian Ogden                     | □   | ●   | ●   | ●   | ●   |
| <i>MARS 2</i>                                | Sponsored | Current | Margaret Lee Hudson           | ●   | ●   | ●   | ●   | ●   |
| <i>MTF base year 2017-2022</i>               | Sponsored | Current | Rebecca Gatward               | ●   | ●   | ●   | ●   | ●   |
| <i>MTF NR 2021</i>                           | Sponsored | Current | Lloyd Fate Hemingway          | □   | □   | □   | □   | ●   |
| <i>MTF Panel (main data collection) 2021</i> | Sponsored | Current | Donnalee Ann Grey-Farquharson | ●   | ●   | ●   | ●   | ●   |
| <i>PSID21</i>                                | Sponsored | Current | Shonda R Kruger-Ndiaye        | ●   | ●   | ●   | ●   | ●   |
| <i>SCA 2021</i>                              | Sponsored | Current | Theresa Camelo                | ●   | ●   | ●   | ●   | ●   |
| <i>STARRS-LS Waves 3 &amp; 4</i>             | Sponsored | Current | Meredith A House              | ●   | ●   | ●   | ●   | ●   |
| <i>VCT</i>                                   | Sponsored | Current | Andrew L Hupp                 | ●   | ●   | ●   | ●   | ●   |
| <i>WMH-Qatar</i>                             | Sponsored | Current | Sarah Elisa Broumand          | ●   | ●   | ●   | ●   | ●   |

|                                      |  |                         |                            |            |
|--------------------------------------|--|-------------------------|----------------------------|------------|
| <b>Project Name</b>                  | (ACL6) Americans' Changing Lives - Wave 6                  |                         |                            |            |
| <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>                                      | 495,251.00              | <b>Indirect Budget:</b>    | 277,340.00 |
|                                      |  |                         | <b>Total Budget:</b>       | 772,591.00 |
| <b>Principal Investigator/Client</b> | Margaret Hicken (University of Michigan, SRC - SEH)        |                         |                            |            |
| <b>Funding Agency</b>                | National Institutes of Health, National Institute on Aging |                         |                            |            |
| <b>IRB</b>                           | <b>HUM#:</b>   | HUM00153243             | <b>Period Of Approval:</b> | Pending    |
| <b>Project Team</b>                  | <b>Project Lead:</b>                                       | Terri Ann Ridenour      |                            |            |
|                                      | <b>Budget Analyst:</b>                                     | Grace Tison             |                            |            |
|                                      | <b>Production Manager:</b>                                 | Lisa J Carn             |                            |            |
|                                      | <b>Senior Project Advisor:</b>                             | Shonda R Kruger-Ndiaye  |                            |            |
|                                      | <b>Production Manager:</b>                                 |                         |                            |            |
|                                      | <b>Production Manager:</b>                                 | James Koopman           |                            |            |

**Proposal #:** no data

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

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

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

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

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

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

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

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

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

**SRO Project Period** 09/2018 - 09/2019  
**Data Col Period** 04/2018 - 08/2019  
**Security Plan** NA  
**Milestone Dates**

**PreProduction Start:****Pretest End:****Staffing Completed:****SS Train Start:** 04/02/2019**DC Start:** 04/23/2019**Pretest Start:****Recruitment Start:** 02/25/2019**GIT Start:** 04/01/2019**SS Train End:** 04/03/2019**DC End:** 09/14/2019**Other Project Team Members:**

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

**Other Project Names:**

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

**Sample Mgmt Sys**

SurveyTrak

**Data Col Tool**

Blaise 4.8

**Hardware**

Desktop

**DE Software**

NA

**QC Recording Tool**

NA

**Incentive**

Yes, R

**Administration**

SRO Group

**Payment Type**

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

**Payment Method**

NA

**Report Period**

May, 2021 (ACL6)

**Project Phase**

Implementing

**Risk Level**

Some Concerns

**Monthly Update**

ACL6 (reboot) data collection has resumed. Right now we have 18 eligible sample lines and 1 completed interview.

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

**Special Issues**

I'm not entirely sure how to reflect the cost report figures for this ACL6 (Reboot) effort. There is no established budget.

**Cost**

Jun 17, 2021

**Total Cost to Date (Direct + Indirect):** 5,908.63**Estimated Cost at Completion (E\$AC):** 12,518.45**Total Budget:** 772,591.00**Variance (Budget minus E\$AC):** -12,518.45**Reason For Variance:** Please see Monthly Updates.**Projections**

Jun 17, 2021

**Dollars Projected For Month:** 2,127.97**Actual Dollars Used:** 3,164.98**Variance (Projected minus Actual):** -1,037.01

**Reason For Variance:**

Data management charges due to ACL6 (Tel-only Reboot) activity. Transferring active sample to Pooja and other related SurveyTrak and DBA tasks. Also, we've incurred charges related to requesting new ACL6 incentive checks, sending new study packets, training activities, respondent follow up and other project coordination.

**Measures**

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

**Other Measures**

Home Visit Consent

Goal at Completion: 700

Current Actual: 413

Current Undecided: 20

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

**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#:** HUM00177366 **Period Of Approval:** 2/5/2021 -

**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** 02/2021 - 08/2021

**Security Plan** NA

**Milestone Dates**

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

**Pretest End:**

**Staffing Completed:**

**SS Train Start:** 02/15/2021

**DC Start:** 02/22/2021

**Pretest Start:**

**Recruitment Start:**

**GIT Start:**

**SS Train End:**

**DC End:** 08/23/2021

**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

TBD: 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

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

Andrea Pierce: 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>  | May, 2021 (ACL-LIFE)  | <b>Project Phase</b> | Implementing |
| <b>Risk Level</b>     | <i>Attention!</i>   |                      |              |
| <b>Monthly Update</b> | <p>The average number of weekly interviews this past month (11) has been lower than expected and we've had a higher HPI overall due to lw length. We have implemented ideas generated from our meeting with members of the Admin Team and the SPA last month to increase response rate. Updates are as follows.</p> <p>1) We've limited our follow up with informants of deceased Rs. Responsibility for collecting any additional information will be shifted back to the project. That is, if the information is not collected at time of initial contact with Informant of deceased R.</p> <p>2) Due to the number of cases flagged as HTR, TLC and Locating, FPR counts have been updated to help isolate these cases -- and break out goals for each. We will begin reporting on these sub groups individually each week and using it as another production tool.</p> <p>3) We sent a SIMY postcard (tailored for telephone interview) to all non-final sample lines for whom we have an address. Its messaging reflects that there is only a phone IW this wave (not home visit) and highlights the increased incentive (\$50).</p> <p>4) The budget was disproportionately based on an avg IW length of 75 min. (currently, IW averaging 86 minutes with range of ~70-116 min. -- increases based on age of R). As a result of this increase in length, we have implemented an increased incentive (to \$50). Increased incentives up to \$100 is approved by IRB. We have updated our cost projections to reflect this increase on the non-final sample, based on 80% response rate.</p> <p>5) We're working to sustain lwer hours and taking steps toward consolidating hours to fewer lwers. We'll revisit lwer goals and consider lwer incentives for hours worked in the future. Currently averaging 5.6 dials/hr. Incentives might not make a lot of sense right now; however, if we do pursue this, we'll make it efficiency-based.</p> <p>6) We're ramping up our Locating effort. We have a new locator who is being onboarded and trained this week.</p> <p>7) We received the data match from MSG services using the current ACL-Life sample file (non-final cases) and the data manager has done some initial analysis of matched cases. Any information that would be useful to the locating team has been loaded in the database and is now visible via WebLog: Locating project (read only). SRO Admin kindly agreed to cover the cost. We're hopeful MSG's new premier process will assist our locating efforts.</p> <p>8) We've had initial discussions with the PI about extending the data collection period (beyond 8/23) with a consolidated staff. We'll revisit with PI and make decision in about 3 weeks.</p> |                      |              |

**Special Issues**

|                     |  |            |
|---------------------|--|------------|
| <b>Cost</b>         |  |            |
| <b>Jun 14, 2021</b> | <b>Total Cost to Date (Direct + Indirect):</b> | 498,947.20 |
|                     | <b>Estimated Cost at Completion (E\$AC):</b>   | 799,019.38 |
|                     | <b>Total Budget:</b>                           | 734,193.00 |
|                     | <b>Variance (Budget minus E\$AC):</b>          | -64,826.38 |



**Reason For Variance:**

We are currently projecting a project overrun. The main drivers are as follows:

(\$17,441) Fringe Benefits - higher average FB rate (~ 33%)

(\$16,124) Hybrid Staff model - includes Survey Techs and Field IWER with higher Field rate

(\$12,372) Programming additional Blaise requirements for Life History Grid functionality and enhancements requested by PI

(\$8,555) Other Recharges: CAPI for Field Iwers/ rates increase; H&T rate increased from \$1.10 to \$1.39; CASIC initially increased from \$1.91 to \$2.01 and then to \$2.50 starting in March 2021; higher mobile fees

(\$4,853) Respondent incentives increase from \$30 to \$50 (as of 5/12/21).

(\$4,423) Help Desk support (only 40 hours included in proposal budget -- never enough)

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A full summary of drivers and amounts attributed to each may be found here:

L:\projects\ACL-LIFE\02 Budget\Cost Monitoring\Cost Analysis\Overrun-underrun analysis\May\ACLife Cost Needs Spreadsheet 6-15-21.xlsx

**Projections  
Jun 14, 2021**

**Dollars Projected For Month:**

115,550.79

**Actual Dollars Used:**

58,784.01

**Variance (Projected minus Actual):**

56,766.78

**Reason For Variance:**

The Interviewer hours projected are much higher than actuals this month. As of 6/16/21, there are 10 active interviewers, 2 TLs and 2 Locators on the team. This month the team focused on contact attempts goals.

Respondent incentives projected were also higher than actuals.

**Measures**

|                              | Units Complete | RR  | HPI  |
|------------------------------|----------------|-----|------|
| <b>Current Goal:</b>         | 990 (n=1,284)  | 80% | 5    |
| <b>Goal at Completion:</b>   |                |     |      |
| <b>Current actual:</b>       | 449            | 36% | 6.92 |
| <b>Estimate at Complete:</b> |                |     |      |
| <b>Variance:</b>             |                |     |      |

**Other Measures**

|                               |   |                      |                     |                |                            |
|-------------------------------|---|----------------------|---------------------|----------------|----------------------------|
| Project Name                  | (AFHS) American Family Health Study   |                      |                     |                |                            |
| 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:    | 893,895.00     | Total Budget: 2,490,133.00 |
| Principal Investigator/Client | Brady West (Survey Research Center)<br>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 - 03/2022  
 05/2020 - 01/2022  
 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:** 01/31/2022

**Other Project Team Members:**

SRO Team: Leah Roberts, Andrew Hupp, Laura Yoder, Rose Zdybel, Pooja Varma-Laughlin, Jim Rodgers, Colette Keyser, Deb Wilson, Wen Chang

**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**

May, 2021 (AFHS)

**Project Phase**

Implementing

**Risk Level**

On Track

**Monthly Update**

May update

- Last few cases are working through the non-response protocol.
- Working with DataForce on schedule for Replicate 2 and updating their scope of work inline with additional experiments.
- Schedule and specifications finalised for Replicate 2.
- SRO began working on updates to technical systems for Replicate 2.

**Special Issues**

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

**Cost**

Jun 14, 2021

**Total Cost to Date (Direct + Indirect):** 1,416,812.67

**Estimated Cost at Completion (E\$AC):** 2,486,258.76

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

**Variance (Budget minus E\$AC):** 3,874.24

**Reason For Variance:**

The estimated cost at completion has been increased since last month. Projections have recently been updated to reflect design changes to be implemented for Replicate 2. These changes include increasing the sample size by around 3,000 and sending a higher proportion of the non-responders, at the screening stage, an increased TOA. Other design changes will be implemented focusing on optimising data quality. Any underspend will be used by the end of the project.

**Projections**

Jun 14, 2021

**Dollars Projected For Month:** 39,967.56

**Actual Dollars Used:** 37,552.36

**Variance (Projected minus Actual):** 2,415.20

**Reason For Variance:**

The source of the variance is spread across salary and no salary costs - a few team members used slightly fewer hours 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**

**Project Name** (ALS Controls) ALS Matched Control Recruitment

**Project Mode** Primary: Web

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

**Budget** **Direct Budget:** 193,780.00 **Indirect Budget:** 108,518.00 **Total Budget:** 255,139.51

**Principal Investigator/Client** Steven Goutman (Univ of Michigan - Med School)

**Funding Agency**

**IRB** **HUM#:** HUM00148060 **Period Of Approval:**

**Project Team** **Project Lead:** Rebecca Loomis  
**Budget Analyst:** Megan Gomez-Mesquita  
**Production Manager:**  
**Senior Project Advisor:** Peter Rakesh Batra  
**Production Manager:**  
**Production Manager:**

**Proposal #:** no data

**Description:** This is a web screening project that is mailing letters to an ABS sample of 15,000 HH's in the Midland and Grand Rapids area. The letter contains a link to a 5-10 minute Qualtrics survey that screens eligible Respondents for a study that includes a blood draw. SRO's involvement is only with the Respondent screening and incentive payment for completing the screening questionnaire.

**SRO Project Period** 01/2020 - 12/2023

**Data Col Period** 09/2020 - 10/2023

**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** Dan Zahs (Sampling)

**Team Members:**

**Other Project Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** Other (Qualtrics)

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** Yes, R

**Administration** ISR Group (SRC Business Office)

**Payment Type** Check, post (10)

**Payment Method** NA

**Report Period** May, 2021 (ALS Controls) **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** May: Adjustments were made to budget projections to reflect the increased mailing size. The first batch of the new sample size of 834 pieces was mailed this month. A new reminder letter plus an updated invitation letter have been approved by the IRB and will be used for the June mailings - 834 piece mailing of invitation letters and reminder letters to the past mailings starting in October 2020. In addition, Dr. Goutman proposed incorporating 7,500 additional households from the surrounding Ann Arbor area. Raphael Nishimura and Megan Gomez-Mesquita were consulted as to sampling and budget reallocations, which will add approximately \$30K to our budget, while keeping us within the original allocation. We are currently waiting for the PI team to send us the zip codes they wish to target, so this phase will most likely be implemented in July.

April: The final batch of 417 pieces from the original sampling design was mailed this month. SRO and the PI team discussed new strategies and decided to double the sampling size to 834 pieces going forward, to help MI Medicine

get more people in the queue for consents and blood draws. The PI team will also create a second, reminder, letter to send to all previous addresses mailed to in an attempt to increase the response rate. This new letter was sent to the IRB; at the same time, Dr. Goutman updated the protocol so these changes have not yet been approved. The team is considering incorporating the reminder letter as part of the mailing protocol, to be sent 4 weeks after the invitation letter for all future sampling batches. The SRO team met with Raphael Nishimura to devise a new, doubled, sampling strategy and timeline for mailings and projections. This approach would cut off 14 months from the project's original duration.

March: Following the reactivation of ALS in February and the mailing of the invitation letters that had been printed and on hold since November, the PI team created a new version of the invitation letter to include wording on COVID safeguards. This new letter was used for the third mailing, which went out March 25, leaving one last batch of the original sampling design of 417 pieces to be mailed in April. After this, the team is open to a discussion of an increased sampling approach. There was a budget reallocation to reflect a 15.6% cut. This is currently not an issue as we are still projecting an underrun.

February: The ALS PI team received approval to resume research at our two targeted hospitals and asked SRO to send out the mailing that had been on hold since November. 417 pieces were mailed on Feb 18 and we have received 4 completed surveys since then. An updated invitation letter template mentioning COVID protocols was approved and this will be used for the March invitation letter mailing. We have resumed biweekly meetings with the PI team and will discuss sampling strategies for the future, including the possibility of increasing the size and frequency of the mailings.

December: The project continues to be on hold and may remain inactive for a few months until we get a clear indication from the PI that we are able to start up again. (This is mainly due to the fact that the two hospitals participating in the blood draws have stopped any non-essential service because of the increased Covid-19 cases.) Talks continue with the PI team regarding strategies once we resume regular mailings.

November: The PI had decided to skip the December mailing in consideration of respondents being overloaded with holiday mail, and to send a double batch in January. The November mailing had been sent to PrintCopyMail for printing and assembly but the week before the letters were scheduled to be mailed out, COVID spikes in Grand Rapids and Midland resulted in restrictions on tier 2 research studies. Respondents who completed the screening survey and were subsequently consented by Michigan Medicine can no longer be sent to the two area hospitals for blood draws. As a result, SRO mailings for this project are on hold until Michigan Medicine is allowed to proceed. A small number of completions from the October invitation letters continue to trickle in, requiring TOA checks to be printed and mailed.

October: The first batch of 417 letters was mailed 10/21/2020. We have 9 Qualtrics screener completes so far; 6 token of appreciation checks have been mailed and 3 more are pending.

September. Weekly check-in meetings with the PI/Project team have been set up. IRB approval for the amended documentation was received by the PI/Project Team and in the meantime we met with the project team to work on sampling questions and testing out the Qualtrics screening questionnaire. We are now on track to mail out the first batch of letters (n=417) to selected households at the end of October.

August. After 2 years of initial efforts, ASL Controls is finally ready to begin and the project teams for SRO and Michigan Medicine were assembled. Sampling methods were discussed and parameters particular to the study goals were agreed on, using an address based sample (ABS) through MSG. The letter to be sent to sample addresses was reviewed and revised. Additional screening questions of education, race, ethnicity, and gender were agreed to be added to the Qualtrics survey. These changes will need to be submitted in an amendment (being completed by the PI's team) to the IRB. U-M Printing Services will handle the printing, assembly, and mailing of the letters each month. Depending on IRB approval, and getting the sampling procedures finalized, the goal is to have the first batch of letters mailed by the end of September.

#### Special Issues

|              |  |            |
|--------------|--|------------|
| Cost         |  |            |
| May 31, 2020 | <b>Total Cost to Date (Direct + Indirect):</b> | 5,039.03   |
|              | <b>Estimated Cost at Completion (E\$AC):</b>   | 206,989.05 |
|              | <b>Total Budget:</b>                           | 255,139.51 |
|              | <b>Variance (Budget minus E\$AC):</b>          | 48,150.46  |

**Reason For Variance:**

The decrease in variance is due to a projected increase in the size of the monthly mailings and associated increases in sampling, printing, and postage costs.

The decrease in variance due to the resumption of regular mailings and a budget reallocation is still holding.

The decrease in variance reflects the resumption of regular mailings in February and adjustments made for a budget reallocation. The previous budget total was \$302,298.00 now adjusted to \$255,139.51.

The variance is holding at this rate as the project was on hiatus since November. We received approval to send out the November mailing on Feb 18 and will plan to resume a regular schedule for as long as possible.

The variance is holding at this rate as the project is on hiatus. Once we are able to resume sending sample out to the field, we can establish a clearer picture of response rates and costs.

The full project scope and amount of work has not been fully projected out as we won't know about response rates until we have several month's worth of sample sent out to the field. Response to that will determine if we need to increase our mailings or use other methods to increase responses.

We are still in the early phases of this project. We are also waiting for projected TSG hours to be charged.

Project just starting and runs over 36 months. It will take a few months to see how response rates are tracking and how many people are completing the blood draw (managed by the PI).

**Projections**  
**May 31, 2020**

**Dollars Projected For Month:** 0.00  
**Actual Dollars Used:** 0.00  
**Variance (Projected minus Actual):** 0.00  
**Reason For Variance:** none

**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>                  | (BFY) Baby's First Years  |                            |                            |  |
| <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>   | 4,602,680.00               | <b>Indirect Budget:</b>    | 1,825,015.73 <b>Total Budget:</b> 6,427,695.73 |
| <b>Principal Investigator/Client</b> | Dr. Greg Duncan (University of California - Irvine)<br>Dr. Kimberly Noble (Teachers College Columbia University)<br>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<br/> Wave 1: 04/01/2019 - 03/31/2020<br/> Wave 2: 04/01/2020 - 03/31/2021<br/> 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**

MSMS

**Data Col Tool**

Blaise 5

**Hardware**

Laptop; [UM cell] Phone

**DE Software**

N/A

**QC Recording Tool**

Other (to be specified)

**Incentive**

Yes, R

**Administration**

SRO Group

**Payment Type**

Cash, prepaid (50)

**Payment Method**

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

**Report Period**

May, 2021 (BFY)

**Project Phase**

Implementing

**Risk Level**

On Track

**Monthly Update**

Project updates:

BFY Age 2 data collection is in the final stretch. Two of the 4 research sites achieved Age 2 goals of reaching at minimum 90% response rate within each the control / treatment sample. The gap between control (less cooperative) and treatment (more cooperative) cases has been growing but continuing to redirect effort. In-person visits have started but continue with mixed results. Some Rs that were found have confirmed they do not want to participate in the study. Work on Age 3 implementation is in full swing but we are concerned with delays in delivering the integration project due to availability of programmers. We are working with TSG to identify must-have elements. Blaise development is completed and we have a production-ready instrument in English and Spanish. We have also received the IRB approval for Age 3. Age 3 includes a maternal survey similar to Age 2 administered via phone. The capstone lab visit conducted by the PIs is delayed due to Covid until age 3.5 - 4. PIs have fundraised to extend payments on 4MyBabyCard by 12 months and participants will receive income enhancement through age 4 + 4 months (52 months of child's life). U-M proposal to continue following up with Moms ages 3 - 4 before the lab visit has been accepted extending U-M involvement in BFY through 2023.

Data collection / Sample:

Weekly goals and actual by site:

|  | Goal | Actual | +/- |
|--|------|--------|-----|
|--|------|--------|-----|

|           |     |     |    |
|-----------|-----|-----|----|
| Overall   | 878 | 908 | 30 |
| Nebraska  | 258 | 263 | 5  |
| New York  | 259 | 267 | 8  |
| Minnesota | 106 | 109 | 3  |
| Louisiana | 255 | 269 | 14 |

Staffing: "Age 2 Staffing:

13 iwers in total (-3 from 16 in September)

NE: 1 attrition; remaining 1 + 1 iwer with limited time (both NH from Jan 2020)

MN: 2 (1 Enrollment NH / 1 Jan 2020 hire)

NY: 4 OS (3 with Enrollment experience)

NOLA: 3 (1 attrition due to fulltime job, 1 attrition after PIP, 2 Enrollment NH and 1 OS / 2 from Jan 2020 hire)

Staffing in NOLA is tightening due to one iwer taking a full time job for a period of time. We aim to train NY locator to help in NOLA. They have a NOLA phone number.

Locators: 1 (1 attrition, bilingual locator took a full time job; remaining is an OS)"

Technical system: Delivery of Age 3 INT project has been delayed. We are trying to get back on track with the testing schedule to launch the project on 7/17 right after training on 7/12 - 15.

Finances: Total project overrun has been communicated and approved by the PIs and has remained consistent in April.

#### Special Issues

##### Cost

Jun 16, 2021

**Total Cost to Date (Direct + Indirect):** 5,383,830.10

**Estimated Cost at Completion (E\$AC):** 6,846,996.89

**Total Budget:** 6,427,695.73

**Variance (Budget minus E\$AC):** -419,301.16

**Reason For Variance:** The PI approved overrun is \$435 and since March we are continuing to stay under the agreed level and increasing savings.

##### Projections

Jun 16, 2021

**Dollars Projected For Month:** 122,904.35

**Actual Dollars Used:** 110,663.98

**Variance (Projected minus Actual):** 12,240.37

**Reason For Variance:** In May we had savings in direct costs related to less iwer hours, lower Blaise programming cost, overprojection of R payments.

#### Measures

|                              | Units Complete | RR  | HPI |
|------------------------------|----------------|-----|-----|
| <b>Current Goal:</b>         | 878            | 89% | 7.0 |
| <b>Goal at Completion:</b>   | 931            | 96% | 7.0 |
| <b>Current actual:</b>       | 908            | 90% | 5.4 |
| <b>Estimate at Complete:</b> | 931            | 96% | 6.0 |
| <b>Variance:</b>             |                |     |     |

#### Other Measures

|  |  |                               |                         |              |  |   |
|--|--|-------------------------------|-------------------------|--------------|--|---|
| <b>Project Name</b>  | (C.A.R.E.) Concussion Assessment, Research and Education (CARE) Consortium   |                               |                         |              |  |   |
| <b>Project Mode</b>  | Primary: Telephone   | Secondary: Mail               | Total of Modes: 2       |              |  |   |
| <b>Project Type</b>  | Sponsored Projects   |                               | <b>Project Status</b>   | Current      |  |   |
| <b>Budget</b>  | <b>Direct Budget:</b>  | 1,144,724.28                  | <b>Indirect Budget:</b> | 320,931.14   |  |   |
|  |  |                               | <b>Total Budget:</b>    | 1,537,084.42 |  |   |
| <b>Principal Investigator/Client</b>   | Dr. Steven Broglio (U of M Kinesiology)<br>Dr. Michael McCrea (Medical College of Wisconsin)<br>Dr. Thomas McAllister (Indiana University School of Medicine)  |                               |                         |              |  |   |
| <b>Funding Agency</b>  |  |                               |                         |              |  |   |
| <b>IRB</b>   | <b>HUM#:</b>   | <b>Period Of Approval:</b>    |                         |              |  |   |
| <b>Project Team</b>  | <b>Project Lead:</b>   | Donnalee Ann Grey-Farquharson |                         |              |  |   |
|  | <b>Budget Analyst:</b>   | Mary Johnson                  |                         |              |  |   |
|  | <b>Production Manager:</b>   | Barbara Aghababian-Homburg    |                         |              |  |   |
|  | <b>Senior Project Advisor:</b>   | Barbara Lohr Ward             |                         |              |  |   |
|  | <b>Production Manager:</b>   |                               |                         |              |  |   |
|  | <b>Production Manager:</b>   |                               |                         |              |  |   |
| <b>Proposal #:</b>   | no data  |                               |                         |              |  |   |
| <b>Description:</b>  | <p>This budget assumes an overall SRO involvement period of 24 months commencing in January 2019 with data collection taking place during a 20-month period, beginning April 2019. The total cost for this work is estimated at \$1,034,833 (\$821,295 direct, \$213,538 indirect), budgeted at the NCAA's published indirect cost recovery rate of 26%.</p> <p>SRO will provide consultation, respondent location activities and data collection for the NCAA-DoD Grand Alliance (Cumulative and persistent effects of concussion and repetitive head impact exposure: An intermediate follow-up study of US Military Service Academy members and NCAA student-athletes in the CARE Consortium) project. Specifically, SRO will provide consultation on respondent locating and panel maintenance procedures and instruments, locate and contact respondents by mail and phone to prompt them to access the online data collection questionnaire, and conduct telephone interviews with participants who fail to respond to invitations to complete follow-up interviews on the web.</p> <p>The estimate assumes that approximately 7,500 (approximately 5,000 in the first year and 2,500 in the second year of the project) respondents are included in the initial outreach/email request to complete the online instrument by your research team, and that approximately 20% comply. The remaining 6,000 respondents will be followed up by SRO with locating, further contacts and prompting to complete the web survey. Finally, we anticipate direct outreach by telephone interviewers with access to the online application. All respondent incentives will be paid by the research staff.</p> |                               |                         |              |  |   |
| <b>SRO Project Period</b>  | 12/2018 - 08/2021  |                               |                         |              |  |   |
| <b>Data Col Period</b>   | 02/2019 - 06/2021  |                               |                         |              |  |   |
| <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><br/> <b>Pretest End:</b><br/> <b>Staffing Completed:</b><br/> <b>SS Train Start:</b><br/> <b>DC Start:</b> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>Pretest Start:</b><br/> <b>Recruitment Start:</b><br/> <b>GIT Start:</b><br/> <b>SS Train End:</b><br/> <b>DC End:</b> </td> </tr> </table>  |                               |                         |              | <b>PreProduction Start:</b><br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b> |
| <b>PreProduction Start:</b><br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b>  |                               |                         |              |  |   |
| <b>Other Project Team Members:</b>   | Donnalee Grey-Farquharson, Kathy LaDronka, William Lokers, Hongyu Johnson, Keith Leibetreu, James Koopman  |                               |                         |              |  |   |

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

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

|                |  |   |              |
|----------------|--|---|--------------|
| Report Period  | May, 2021 (C.A.R.E.)   | Project Phase   | Implementing |
| Risk Level     | On Track   |   |              |
| Monthly Update | <p>Project Management:</p> <ul style="list-style-type: none"><li>- The data collection extension will be in June 2021 and the post-data collection will be in end of August 2021. Extra funds to cover the newly planned work extension have been received. Projection and budget reflect estimates for this extension.</li><li>-Development continues on the management system as does its documentation and the updating of field protocols.</li></ul> <p>Data Manager:</p> <ul style="list-style-type: none"><li>- Continue to refine Dashboard and FPR reporting and QC systems and tools.</li><li>- Continue to conduct daily QC</li><li>- Analyze production results such as calculating % per mode, per location status etc. for next wave budget estimates.</li><li>- Start to collaborate with the PI stats group including brainstorm for next wave design, including # of waves and SID structures</li></ul> <p>Questionnaire:</p> <ul style="list-style-type: none"><li>- N/A</li></ul> <p>System</p> <ul style="list-style-type: none"><li>- continue to develop spec and Monitor &amp; troubleshooting for system</li><li>- Developing CSMS specification for next wave data collection.</li></ul> <p>Data Collection:</p> <ul style="list-style-type: none"><li>- Continue to monitor the goals and results for specific targets/criteria of sample groups</li><li>- Developing optimal strategy for the final three months of production, such as planning bonus</li></ul> <p>Production Stats as of 05/31/2021:</p> <p>Overall RR: 34.3%</p> <p>Total Released Cases: 11012</p> <p>Total Complete IW: 3476</p> <p>Total Complete WEB IWs = 3264; CATI Comp IWs= 212</p> |   |              |
| Special Issues |  |   |              |
| Cost           |  |   |              |
| May 31, 2021   | <b>Total Cost to Date (Direct + Indirect):</b>   | 1,337,797.10  |              |
|                | <b>Estimated Cost at Completion (E\$AC):</b>   | 1,488,887.16  |              |
|                | <b>Total Budget:</b>   | 1,537,084.42  |              |
|                | <b>Variance (Budget minus E\$AC):</b>  | 48,197.26   |              |
|                | <b>Reason For Variance:</b>  | 1.Projection will be adjusted to reflect the full work scope for the data collection extension.<br>2. Reduced interviewers HPI due to losing one interviewer. |              |
| Projections    |  |   |              |
| May 31, 2021   | <b>Dollars Projected For Month:</b>  | 60,276.16   |              |
|                | <b>Actual Dollars Used:</b>  | 51,063.26   |              |
|                | <b>Variance (Projected minus Actual):</b>  | 9,212.90  |              |
|                | <b>Reason For Variance:</b>  | Field hours are a less than projected due to losing one interviewer.  |              |

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

Other Measures

**Project Name** (CBII) Mellon College and Beyond II

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

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

**Budget** **Direct Budget:** 643,762.00 **Indirect Budget:** 0.00 **Total Budget:** 643,762.00

**Principal Investigator/Client** Paul Courant (Gerald R Ford School of Public Policy)  
Kevin Stange (Gerald R Ford School of Public Policy)  
Susan Jekielek (ICPSR)

**Funding Agency**

**IRB** **HUM#:** 00173324 **Period Of Approval:** 10/2020-10/2021

**Project Team** **Project Lead:** Maureen Joan O'Brien  
**Budget Analyst:** Carl S Remmert  
**Production Manager:** Lisa J Carn  
**Senior Project Advisor:** Nicole G Kirgis  
**Production Manager:** James Koopman  
**Production Manager:**

**Proposal #:** no data

**Description:** TBD

**SRO Project Period** 10/2020 - 10/2021

**Data Col Period** 01/2021 - 06/2021

**Security Plan** NA

**Milestone Dates**

|  |                                      |
|--|--------------------------------------|
| <b>PreProduction Start:</b> 10/15/2020 | <b>Pretest Start:</b>                |
| <b>Pretest End:</b>                    | <b>Recruitment Start:</b> 11/15/2020 |
| <b>Staffing Completed:</b> 12/15/2020  | <b>GIT Start:</b>                    |
| <b>SS Train Start:</b> 02/18/2021      | <b>SS Train End:</b> 02/18/2021      |
| <b>DC Start:</b>                       | <b>DC End:</b>                       |

**Other Project Team Members:** Peter Batra - Programmer and technical lead, former MCBII Pilot Lead, Laura Yoder - Data Ops, Dave Dybicki - Systems Programmer, Grace Tison, 2nd Budget Analyst

**Other Project Names:**

**Sample Mgmt Sys** SMS

**Data Col Tool** Illume

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

**DE Software** NA

**QC Recording Tool** NA

**Incentive** Yes, R

**Administration** SRO Group

**Payment Type** Check, post (30)

**Payment Method** NA

**Report Period** May, 2021 (CBII) **Project Phase** Implementing

**Risk Level** Some Concerns

**Monthly Update** There are approximately 6 weeks of data collection left with 434 interviews needed to reach the goal of 3,000 completed interviews. There are currently 2,566 completed interviews, including 19 partials. There are an additional 150 cases who have given positive consent, but did not answer any questions. 14,854 call attempts have been made in reminder calling. 360 surveys have been completed after having been contacted by reminder callers. The manual locating effort has been started for CUNY and Georgia sample, and will soon begin for all other institutions. 876 sample lines are eligible for manual locating, and lwers will begin working these cases soon. Occupation/industry coding is underway as well, with 2,370 cases having been coded and 2,127 checked. Data collection is now set to end on 7/23 (rather than 6/23) which is more in line with what was originally decided, since production started ~4 weeks late. Completion rate has slowed, and it is becoming more difficult to get the remaining completed interviews needed. The PI's have said they are not as concerned about reaching 3,000 interviews, but are more interested in sample balance. The fourth email reminder was sent on 4/22, and there is one more approved to send, but we have also implemented text message reminders. We have added 2 interviewers to help meet lwer hours commitment, as

well as a new locator. An increased incentive protocol has been submitted to IRB to encourage more participation.

#### Special Issues

The team is concerned about meeting the goal of 3,000 completed interviews. With only ~6 weeks of data collection, 525 more interviews need to be completed to reach the goal. See 'Monthly Updates' for strategies the team is exploring to increase number of interviews.

#### Cost

**Total Cost to Date (Direct + Indirect):** 407,134.96  
**Estimated Cost at Completion (E\$AC):** 638,484.45  
**Total Budget:** 643,762.00  
**Variance (Budget minus E\$AC):** 5,277.55  
**Reason For Variance:**

#### Projections

**Dollars Projected For Month:** 91,133.98  
**Actual Dollars Used:** 58,172.20  
**Variance (Projected minus Actual):** 32,961.78  
**Reason For Variance:** Some non-salary costs were overbudgeted and have not used. Some staff did not charge hours so we have pushed them forward.

#### Measures

|                              | Units Complete | RR   | HPI |
|------------------------------|----------------|------|-----|
| <b>Current Goal:</b>         |                |      |     |
| <b>Goal at Completion:</b>   | 3000           | 20%  |     |
| <b>Current actual:</b>       | 2,556          | 17.1 |     |
| <b>Estimate at Complete:</b> |                |      |     |
| <b>Variance:</b>             |                |      |     |

#### Other Measures

**Project Name** (CDS-19) PSID Child Development Supplement V (2019)

**Project Mode** Primary: Face to Face    Secondary: Telephone    Total of Modes: 2

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

**Budget** ***Direct Budget:*** 5,801,561.00    ***Indirect Budget:*** 3,164,398.00    ***Total Budget:*** 8,965,959.00

**Principal Investigator/Client** Narayan Sastry (SRC)  
Paula Fomby (SRC)

**Funding Agency** NICHD, Robert Wood Johnson Foundation

**IRB** ***HUM#:*** HUM00166316    ***Period Of Approval:*** 6/11/18 - 8/4/2021

**Project Team** ***Project Lead:*** Rachel Anne Orłowski  
***Budget Analyst:*** Megan Gomez-Mesquita  
***Production Manager:*** Dianne G Casey  
***Senior Project Advisor:*** Stephanie A Chardoul  
***Production Manager:***  
***Production Manager:***

**Proposal #:** no data

**Description:** A 2019 wave of the Childhood Development Supplement (CDS) is planned for September 2019 – May 2020. The sample for CDS is comprised of the PSID-eligible children (ages 0 -17) from the Core 2019 families we interview and their primary caregivers. Approximately 3,700 families will be included, with some Core families containing several CDS children. As part of the CDS, families are asked to complete multiple interviews (i.e., coverscreen, PCG interview, Child interview--including an IVR component) and data collections (i.e., physical measurements, educational assessments, saliva collection, time diaries, school and birth record linkage forms), several of which are completed in-person. CDS interviewing will be conducted by Field interviewers, with the SSL supporting follow-up efforts. SurveyTrak and Blaise 4.8 will be the primary technical systems employed.

**SRO Project Period** 09/2018 - 02/2021

**Data Col Period** 09/2019 - 12/2020

**Security Plan** NA

**Milestone Dates**

|   |   |
|---|---|
| <i><b>PreProduction Start:</b></i> 01/07/2019 | <i><b>Pretest Start:</b></i> 07/15/2019     |
| <i><b>Pretest End:</b></i> 08/04/2019         | <i><b>Recruitment Start:</b></i> 05/02/2019 |
| <i><b>Staffing Completed:</b></i> 08/05/2019  | <i><b>GIT Start:</b></i> 09/16/2019         |
| <i><b>SS Train Start:</b></i> 09/18/2019      | <i><b>SS Train End:</b></i> 09/23/2019      |
| <i><b>DC Start:</b></i> 10/01/2019            | <i><b>DC End:</b></i> 12/31/2020            |

**Other Project**

**Team Members:**

**Other Project**

**Names:**

**Sample Mgmt Sys** SurveyTrak; Other (Weblog)

**Data Col Tool** Blaise 4.8

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

**DE Software** Other

**QC Recording Tool** Camtasia

**Incentive** Yes, R

**Administration** ISR Group (PSID)

**Payment Type** Check, post; Cash, post

**Payment Method** Check through other system (PSID-RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (PS)

**Report Period** May, 2021 (CDS-19)    **Project Phase** Closing

**Risk Level** On Track

**Monthly Update** Occupation/industry coding was on-going.

Reconciliation between received respondent components (i.e., saliva samples, linkage forms, time diaries, consents) and the logging database was on-going. Due to limited in-office staff during pandemic, the majority of this work was pushed until the end of the project.

Child and Other Adult analytic data were delivered on 5/7. At the PI's request, logging will remain open.



Note: DMSS and PI team met to define scope of weighting work. This effort is not part of this project. On May 18, SRO provided PI with cost estimate of weighting effort.

#### Special Issues

Cost  
May 31, 2021

**Total Cost to Date (Direct + Indirect):** 8,978,017.53  
**Estimated Cost at Completion (E\$AC):** 8,989,311.43  
**Total Budget:** 8,965,959.00  
**Variance (Budget minus E\$AC):** -23,352.43  
**Reason For Variance:** DMSS survival analysis and dataset preparation were not part of original project scope.

Projections  
May 31, 2021

**Dollars Projected For Month:** 10,584.20  
**Actual Dollars Used:** 7,841.36  
**Variance (Projected minus Actual):** 2,742.84  
**Reason For Variance:** Occupation and industry coding has been taking less time than expected.

#### 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                  | (ECHO) Environmental Influences on Child Health Outcomes   |                    |                      |                     |                          |
| Project Mode                  | Primary: Face to Face  |                    | Secondary: Telephone | Total of Modes: 2   |                          |
| Project Type                  | Sponsored Projects   |                    |                      | Project Status      | Current                  |
| Budget                        | Direct Budget:   | 261,360.00         | Indirect Budget:     | 146,362.00          | Total Budget: 407,722.00 |
| Principal Investigator/Client | Nigel Paneth (Michigan State University)<br>Michael Elliott (University of Michigan )<br>Jean Kerver (Michigan State University)   |                    |                      |                     |                          |
| Funding Agency                | NIH  |                    |                      |                     |                          |
| IRB                           | HUM#:  | HUM00139050        | Period Of Approval:  | 10/2/2020-8/13/2021 |                          |
| 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, maternal nutritional or weight status in pregnancy, and pregnancy infection and inflammation on the health of children.</p> <p>The study includes two sample cohorts: a cohort from previous, ongoing data collection efforts as well as new sample. This 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: 1) a statewide probability sample of 1,000 women from 20 prenatal clinics affiliated with 10 hospitals located in Ann Arbor, Dearborn, Detroit, Grand Rapids, Novi, Saginaw, Port Huron and Traverse City, and 2) 100 women from one clinic in Flint.</p> <p>SRO's work scope is divided into two phases. During Phase 1, SRO provided assistance with prenatal questionnaire development and designed technical systems for MARCH cohort recruitment conducted by Michigan State University-employed (and other hospital-employed) interviewers and affiliated project staff. During Phase 2, SRO developed systems and is conducting data collection for MARCH sample 3-month. The MARCH age 4-5 follow up interviews and home visits are also in SRO's work scope. All other follow up protocols with the MARCH sample will be administered via REDCap by the MSU team (e.g. at 9-month, age 2 and age 3).</p> <p>For the MARCH sample, expectant mothers are recruited during their initial prenatal visit to a healthcare provider. During a follow up phone call, respondents are 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 are 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 is conducted by MSU-employed (and other hospital-employed) interviewers using SRO's technical systems and laptops. SRO programmed all questionnaires administered during recruitment, 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 obtains hospital birth records for the mother and child and a placenta sample. The first MARCH babies were born in early 2018.</p> <p>SRO's data collection activities start after the MARCH babies are born. The first interview with the mother is done when the baby is 3-6 months old. Mothers are interviewed again by MSU when the children are 9-12 months old, and yearly after that until the child is 4 years old. When the children are 3 months old, mothers are asked to provide a child fecal sample and toenail clippings, and at age 4 they will provide shed teeth. Children from the MARCH cohort will be assessed using standardized developmental assessments at 4-5 years old. The assessments will be done during in-home visits.</p> |                    |                      |                     |                          |
| SRO Project Period            | 01/2017 - 08/2023  |                    |                      |                     |                          |
| Data Col Period               | 05/2018 - 03/2023  |                    |                      |                     |                          |
| 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:**

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

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

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

**Report Period**

May, 2021 (ECHO)

**Project Phase**

Implementing

**Risk Level**

On Track

**Monthly Update**

[Phase 1: Recruitment and Prenatal Surveys]

Recruitment in 4 prenatal clinics is active and picking up pace. There have been 92 women recruited since 8/18/20. Although the MSU continues to encounter significant challenges with clinics and lab engagement, the team is hopeful that recruitment will pick up at all active clinics.

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

**Production Stats**

To date, 934 women have been recruited in clinics. Among those cases, 771 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.

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

Babies born: 706  
 3-month sample released: 704  
 3-month interviews completed: 502  
 3-month biospecimen collected: 309  
 Average attempts / lw: 7.6  
 lw length: 31.48  
 Response Rate: 72%

## [Phase 3: Age 4-5 Protocols]

Pre-production work has started on the Age 4-5 protocols. The current underrun has presented the team with an opportunity to begin initial planning and documentation of system requirements. Development of a simple sample management system (i.e. SurveyTrak) is planned for use in the administration of the age 4 protocols. In early 2021, after a 5 day training, SRO staff is expected to begin contacting ~81 mothers and children for the Age 4 administration of REDCap surveys, and in-person assessments, physical measures, and the collection of bio-specimens.

## Special Issues

## Cost

Jun 15, 2021

|  |            |
|--|------------|
| <b>Total Cost to Date (Direct + Indirect):</b> | 243,716.66 |
| <b>Estimated Cost at Completion (E\$AC):</b>   | 331,031.66 |
| <b>Total Budget:</b>                           | 407,722.00 |
| <b>Variance (Budget minus E\$AC):</b>          | 76,690.34  |
| <b>Reason For Variance:</b>                    |            |

The project has a growing underrun, which is expected. Dr. Elliott has informed the PI, Dr. Paneth, and the MSU study office team. Prenatal enrollment by non-SRO recruiters has started to pick up (Phase 1).

We're in the middle of a 6 month period of no new cases being released to the 3M protocol until June-July. Production will be maintained (at very low levels) through at least some of this period. Field effort will not be fully suspended, but is expected to be informally scaled down and scaled up as babies born following the COVID-related pause in recruitment age into the 3-Month protocol.

We reduced projections for interviewer hours (and participant costs/incentives) and 3M project management support based on updated sample release projections. We will continue to monitor trend before we reduce further.

As a result of the six-month recruitment suspension, and overall slow enrollment activity, much of the 3M follow-up data collection workscope (Phase 2) that happens 10 months after recruitment will shift to Project Y6 (September, 2021). We are currently working on the proposal budget for Y6, which includes additional Age 4 (in-person protocols) and will inevitably require an additional request to use carry forward funds.

## Projections

Jun 15, 2021

|   |           |
|---|-----------|
| <b>Dollars Projected For Month:</b>       | 23,782.56 |
| <b>Actual Dollars Used:</b>               | 20,069.43 |
| <b>Variance (Projected minus Actual):</b> | 3,713.13  |
| <b>Reason For Variance:</b>               |           |

## 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

|  |  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|--|--|----------------------------|-------------------------|--|--|-----------------------|---------------------|--------------------------------------|---------------------------------------|-------------------|-----------------------------------|---------------------------------|-----------------------------|---------------------------|
| <b>Project Name</b>                    | (EDC-Semi Structured) Every Dollar Counts Semi-Structured Interviews   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <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>  | 351,246.00                 | <b>Indirect Budget:</b> | 105,374.00 <b>Total Budget:</b> 456,620.00 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Principal Investigator/Client</b>   | Stephanie Chardoul (SRO)<br>Elizabeth Rhodes (YCR/OpenResearch)<br>Jessica Wiederspan (YCR/OpenResearch)   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Funding Agency</b>                  |  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>IRB</b>                             | <b>HUM#:</b>   | <b>Period Of Approval:</b> |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Project Team</b>                    | <b>Project Lead:</b>   | Karin Schneider            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Budget Analyst:</b>   | Megan Gomez-Mesquita       |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Production Manager:</b>   | Barbara Aghababian-Homburg |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Senior Project Advisor:</b>   | Kirsten Haakan Alcser      |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Production Manager:</b>   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Production Manager:</b>   | Rebecca Loomis             |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Proposal #:</b>                     | no data  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Description:</b>                    | There are two phases of the project. In Phase 1, the PI provides a selected list of respondents from the EDC Main study, SRO contacts and conduct 140 semi-structured interviews with them by phone. In Spring 2021, the second phase will be a re-interview of these same 140 respondents, also by phone;   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SRO Project Period</b>              | 05/2020 - 06/2021  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Data Col Period</b>                 | 08/2020 - 05/2021  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <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> 04/01/2020</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> 04/01/2020</td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b> 06/01/2020</td> <td style="padding: 5px;"><b>GIT Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b> 06/20/2020</td> <td style="padding: 5px;"><b>SS Train End:</b> 07/05/2020</td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 08/01/2020</td> <td style="padding: 5px;"><b>DC End:</b> 06/30/2021</td> </tr> </table> |                            |                         |  | <b>PreProduction Start:</b> 04/01/2020 | <b>Pretest Start:</b> | <b>Pretest End:</b> | <b>Recruitment Start:</b> 04/01/2020 | <b>Staffing Completed:</b> 06/01/2020 | <b>GIT Start:</b> | <b>SS Train Start:</b> 06/20/2020 | <b>SS Train End:</b> 07/05/2020 | <b>DC Start:</b> 08/01/2020 | <b>DC End:</b> 06/30/2021 |
| <b>PreProduction Start:</b> 04/01/2020 | <b>Pretest Start:</b>  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Pretest End:</b>                    | <b>Recruitment Start:</b> 04/01/2020   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Staffing Completed:</b> 06/01/2020  | <b>GIT Start:</b>  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SS Train Start:</b> 06/20/2020      | <b>SS Train End:</b> 07/05/2020  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>DC Start:</b> 08/01/2020            | <b>DC End:</b> 06/30/2021  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Other Project Team Members:</b>     | Karin Schneider, Barb Homburg, Becky Loomis, Kasyera Kowalczyk   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Other Project Names:</b>            |  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Sample Mgmt Sys</b>                 | SurveyTrak   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Data Col Tool</b>                   | Blaise 4.8   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Hardware</b>                        | Laptop   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>DE Software</b>                     | NA   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>QC Recording Tool</b>               | NA   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Incentive</b>                       | Yes, Other (By PI)   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Administration</b>                  | SRO Group  |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Payment Type</b>                    | NA   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Payment Method</b>                  | NA   |                            |                         |  |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |

|                       |  |                      |              |
|-----------------------|--|----------------------|--------------|
| <b>Report Period</b>  | May, 2021 (EDC-Semi Structured)  | <b>Project Phase</b> | Implementing |
| <b>Risk Level</b>     | On Track   |                      |              |
| <b>Monthly Update</b> | Interviewing going well. HPI under projection. 10to8 scheduler working well, we only have 10-12 cases that have not scheduled and have to be followed up by interviewers. SRO doing more (almost all) of the interviewer evals this round, that is going well with good feedback from the PIs. |                      |              |
| <b>Special Issues</b> | None.  |                      |              |

**Cost**  
**May 10, 2021**

**Total Cost to Date (Direct + Indirect):** 306,456.00  
**Estimated Cost at Completion (E\$AC):** 368,197.00  
**Total Budget:** 456,620.00  
**Variance (Budget minus E\$AC):** 88,422.00  
**Reason For Variance:** We are no longer projecting any travel as we are sure we will stay on the phone for Phase 2, so large underrun is now showing.

**Projections**  
**May 10, 2021**

**Dollars Projected For Month:** 23,800.00  
**Actual Dollars Used:** 21,200.00  
**Variance (Projected minus Actual):** 2,600.00  
**Reason For Variance:** Production mgr hours lower than projected for May.

**Measures**

|                              | Units Complete | RR  | HPI |
|------------------------------|----------------|-----|-----|
| <b>Current Goal:</b>         | 129            | 4.0 | 4   |
| <b>Goal at Completion:</b>   | 129            |     |     |
| <b>Current actual:</b>       | 93             | 4.1 | 5.6 |
| <b>Estimate at Complete:</b> |                |     |     |
| <b>Variance:</b>             |                |     |     |

**Other Measures**

**Project Name** (HCAP 2020) Harmonized Cognitive Assessment Protocol, 2020

**Project Mode** Primary: Face to Face      Secondary: Telephone

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

**Budget** ***Direct Budget:*** 3,300,000.00      ***Indirect Budget:*** 1,188,000.00      ***Total Budget:*** 4,488,000.00

**Principal Investigator/Client** Kenneth Langa (SRC)  
David Weir (SRC)

**Funding Agency**

**IRB** ***HUM#:*** HUM00099822      ***Period Of Approval:***

**Project Team** ***Project Lead:*** Maureen Joan O'Brien  
***Budget Analyst:*** Richard Warren Krause  
***Production Manager:*** Dianne G Casey  
***Senior Project Advisor:*** Evanthia Leissou  
***Production Manager:***  
***Production Manager:***

**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**

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

**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** May, 2021 (HCAP 2020)      **Project Phase** Planning

**Risk Level** Some Concerns

**Monthly Update** Regarding production start date, the project team has decided to postpone until Summer, 2022, to follow HRS 2022. This will follow the original design of 2020 in which HCAP R's would first complete their HRS interview then become HCAP sample. The plan is to continue with a FTF interview. Development of the HCAP Video training is almost done with the recording process. Several modules are completed. Once done, videos will be uploaded to Mivideo and accessed by sister studies.

**Special Issues**

Production training and production launch have been postponed to Summer, 2022 due global pandemic.

**Cost**

Jun 07, 2021

**Total Cost to Date (Direct + Indirect):** 182,659.58

**Estimated Cost at Completion (E\$AC):** 4,210,832.48

**Total Budget:** 4,488,000.00

**Variance (Budget minus E\$AC):** 277,167.52

**Reason For Variance:** The budget was healthy and was fully funded. We are adding efforts in to benefit the project - see below for detail.

**Projections**

Jun 07, 2021

**Dollars Projected For Month:** 507.18

**Actual Dollars Used:** -388.66

**Variance (Projected minus Actual):** 895.84

**Reason For Variance:** Hours were accurately projected.

**Measures**

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

**Other Measures**



|  |  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|--|--|-----------------------------|----------------------------|---|--|-----------------------|---------------------|--------------------------------------|---------------------------------------|-------------------|-----------------------------------|---------------------------------|-----------------------------|---------------------------|
| <b>Project Name</b>                    | (HCDC, H&C) Housing & Children   |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <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>  | 9,806,418.00                | <b>Indirect Budget:</b>    | 2,236,640.00 <b>Total Budget:</b> 12,043,058.00 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Principal Investigator/Client</b>   | Sandra Newman (Johns Hopkins University)<br>Tama Leventhal (Tufts University)  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Funding Agency</b>                  | NICHD, HUD, RWJ Foundation, MacArthur Foundation   |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>IRB</b>                             | <b>HUM#:</b>   | HUM00114794                 | <b>Period Of Approval:</b> |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Project Team</b>                    | <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>   | Carlos Andres Macuada Lopez |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Proposal #:</b>                     | no data  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Description:</b>                    | <p>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.</p> <p>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.</p> |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SRO Project Period</b>              | 04/2016 - 02/2020  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Data Col Period</b>                 | 05/2017 - 09/2018  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Security Plan</b>                   | NA   |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Milestone Dates</b>                 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>PreProduction Start:</b> 09/01/2018</td> <td style="padding: 5px;"><b>Pretest Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Pretest End:</b></td> <td style="padding: 5px;"><b>Recruitment Start:</b> 09/01/2019</td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b> 03/01/2020</td> <td style="padding: 5px;"><b>GIT Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b> 08/18/2020</td> <td style="padding: 5px;"><b>SS Train End:</b> 08/21/2020</td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 08/24/2020</td> <td style="padding: 5px;"><b>DC End:</b> 02/06/2021</td> </tr> </table>   |                             |                            |   | <b>PreProduction Start:</b> 09/01/2018 | <b>Pretest Start:</b> | <b>Pretest End:</b> | <b>Recruitment Start:</b> 09/01/2019 | <b>Staffing Completed:</b> 03/01/2020 | <b>GIT Start:</b> | <b>SS Train Start:</b> 08/18/2020 | <b>SS Train End:</b> 08/21/2020 | <b>DC Start:</b> 08/24/2020 | <b>DC End:</b> 02/06/2021 |
| <b>PreProduction Start:</b> 09/01/2018 | <b>Pretest Start:</b>  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Pretest End:</b>                    | <b>Recruitment Start:</b> 09/01/2019   |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Staffing Completed:</b> 03/01/2020  | <b>GIT Start:</b>  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SS Train Start:</b> 08/18/2020      | <b>SS Train End:</b> 08/21/2020  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>DC Start:</b> 08/24/2020            | <b>DC End:</b> 02/06/2021  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Other Project Team Members:</b>     | Jeff Smith - Tech Lead, Paul Burton - DMSS, Gary Hein, PDMG, Ian Ogden, PDMG, Deb Wilson, Help Desk, Ashwin Dey, Webtrak/Weblog, Marsha Skoman, ST, Jim Hagerman Blaise  |                             |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |

|                             |   |
|-----------------------------|---|
| <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 prenotification Wave 2); Cash, post (\$75 adult, \$50 child (Wave 1)); 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>  | May, 2021 (HCDC, H&C)  | <b>Project Phase</b> | Closing |
| <b>Risk Level</b>     | <i>On Track</i>  |                      |         |
| <b>Monthly Update</b> | <p>Task 1: Management, Budget and Work Plan</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Participated in a meeting with research team to discuss weighting and response rates</li> <li>• Reviewed/monitored project expenses. Revised and adjusted monthly projections.</li> <li>• Monitored subcontracts, project invoicing and payments. Followed up on delayed payments.</li> <li>• Prepared and delivered biweekly production reports.</li> <li>• Managed production activities necessary to support Social Security form data collection: <ul style="list-style-type: none"> <li>o Logged and scanned incoming Social Security forms.</li> <li><input type="checkbox"/> Uploaded scanned forms to SFTP</li> <li>o Managed respondent payments</li> <li><input type="checkbox"/> Mailed respondent incentives; reconciled cash/gift card funds.</li> <li><input type="checkbox"/> Received and logged undelivered incentives; contacted respondents and re-mailed incentives</li> </ul> </li> <li>• Created project review presentation (internal organizational requirement).</li> <li>• Final Deliverables (see Final Data Deliverables for more detail) <ul style="list-style-type: none"> <li>o Continued writing final data collection report</li> <li>o Held meetings to discuss the design and delivery of final deliverables</li> <li>o Prepared a file showing all sample lines with result codes</li> <li>o Began preparation of questionnaire timing files</li> <li>o Conducted a final review of data files</li> </ul> </li> </ul> <p>Task 2: Sampling</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Finalized materials for client presentations on weight development and response rate calculation</li> <li>• Presented weight development and response rates to clients</li> <li>• Created delivery versions of weights for processing</li> <li>• Responded to client questions about delivered data</li> </ul> <p>Task 3: Questionnaire Development</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• No activity this month</li> </ul> <p>Task 4: CAI Programming</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• No activity this month</li> </ul> <p>Task 5: Systems Programming</p> <p>% Task Spent to date</p> <ul style="list-style-type: none"> <li>• No activity this month</li> </ul> <p>Tasks 6, 7: Interviewer Recruitment &amp; Hiring, Training</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• No activity this month</li> </ul> <p>Task 8: Main Data Collection</p> <p>% Task Spent to Date</p> <ul style="list-style-type: none"> <li>• Managed respondent payments</li> <li>o Mailed tokens of appreciation for returned SSN forms.</li> <li>o Reconciled shipped gift cards and closed funds as necessary.</li> <li>• SSN/Records-matching mailings</li> <li>o Reviewed incoming social security forms to identify those in need of remediation. Mailed forms for correction</li> </ul> |                      |         |

along with notated checklist. Logged tracking numbers.

- Prepared supplies for shipment to offsite storage
- Closed out interviewer production laptops

#### Task 9: Post Collection Processing

% Task Spent to Date

- Finalized review of open-ended responses and interview remarks.

#### Task 10: Weighting

% Task Spent to Date

- See Task 2 Sampling for other activities

#### Task 11: Final Data Deliverables

% Task Spent to Date

- Completed and delivered the final survey data sets to Principal Investigators
- See Task 1 Management for other activities

### Special Issues

Areas of Concern (changes shown in italics):

#### Wave 2

- Delivery of non-PII data to ICPSR will be delayed until August 2021. Data delivery for HCHD was requested by the NICHD program officer.
- The delay in shipment of Business Reply Mail for the Social Security form mailing, and subsequent billing from USPS may impact the timing of receipt of final charges for incoming Business Reply Mail.
- Assuming that SRO has the use of all awarded NICHD funds, the project is projecting an underrun estimated between \$55,000 and \$80,000 in direct costs. The exact figure depends on the response rate to our social security form data collection effort, and the level of effort necessary to support that data collection. The underrun results from staffing changes at SRO brought about by the pandemic, the revised verification effort, as well as interviewer efficiency during production interviewing. There are some unknowns, such as the response rate for the administrative records forms and the level of support required for respondents for completion of the records forms. SRO will continue to update the research team on financial status.

#### Wave 2 Work Scope Changes:

- Notification of new specifications for State Data Consent forms received on February 9th, 2020, 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.
- A holiday card mailing with a study magnet will be shipped to respondents in December 2020.
- Remediation will be attempted for incomplete Social Security record linkage forms. This will require additional labor and postage to mail forms back to the respondent, as well as an IRB submission for the checklist and correction guide documents to be included in the mailing.
- Telephone data collection will be extended through February 6, 2021.
- Reminder/assistance calling will be conducted for all households receiving a request for SSN-form completion.

Cost  
Jun 16, 2021

|  |               |
|--|---------------|
| <b>Total Cost to Date (Direct + Indirect):</b> | 11,864,037.77 |
| <b>Estimated Cost at Completion (E\$AC):</b>   | 11,953,486.20 |
| <b>Total Budget:</b>                           | 12,043,058.00 |
| <b>Variance (Budget minus E\$AC):</b>          | 89,571.80     |

#### Reason For Variance:

The PI authorized additional funding to cover an extension of data collection and panel maintenance post-data collection. Work scope changes, including moving to telephone for Wave 2 has led to the projected underrun. The PI may authorize additional panel maintenance activities that will utilize some of the underrun.

**Projections**  
**Jun 16, 2021**

**Dollars Projected For Month:** 120,804.20  
**Actual Dollars Used:** 108,824.58  
**Variance (Projected minus Actual):** 11,979.62  
**Reason For Variance:** Over \$10,000 of projected respondent incentives did not hit this month.  
Under \$1,000 in freight costs expected to hit this month also did not appear.

**Measures**

|                              | Units Complete | RR                   | HPI |
|------------------------------|----------------|----------------------|-----|
| <b>Current Goal:</b>         | 1041 PCG iws   | 75% of located cases | 8.5 |
| <b>Goal at Completion:</b>   | 1041 PCG iws   | 75% of located cases | 8.5 |
| <b>Current actual:</b>       | 1413           | 79%                  | 9.0 |
| <b>Estimate at Complete:</b> | 1413           | 79%                  | 9   |
| <b>Variance:</b>             | 372            | 4%                   | .5  |

**Other Measures**

Locate and screen 75% of Population cases, 80% of voucher sample cases

|  |   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
|--|---|------------------------------------|---------------------------------|--|----------------------------------|--------------------------------|--------------------------------------|---------------------------------------|-------------------|-----------------------------------|----------------------|-----------------------------|---------------------------|
| <b>Project Name</b>                    | (HRS 2020 ABT) HRS 2020 COVID Antibody Test   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <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> 601,330.00  | <b>Indirect Budget:</b> 216,479.00 | <b>Total Budget:</b> 817,809.00 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Principal Investigator/Client</b>   | David Weir (SRC)<br>Jessica Faul (SRC)  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Funding Agency</b>                  | NIH   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>IRB</b>                             | <b>HUM#:</b> HUM00061128  | <b>Period Of Approval:</b>         | 8/20/20-8/19/21                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Project Team</b>                    | <b>Project Lead:</b> Evanthia Leissou<br><b>Budget Analyst:</b> Richard Warren Krause<br><b>Production Manager:</b> Lloyd Fate Hemingway<br><b>Senior Project Advisor:</b> Nicole G Kirgis<br><b>Production Manager:</b> Jennifer C Arrieta<br><b>Production Manager:</b> Derek Dubuque   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Proposal #:</b>                     | no data   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Description:</b>                    | <p>The HRS 2020 COVID Antibody Study is a supplement to the HRS to accurately assess who has been exposed and infected with SARS-CoV-2. Antibody testing for the novel coronavirus that causes COVID-19 will provide an indication of the characteristics of people who were infected in this national sample. It is important to understand how the relative size of these groups differs by race/ethnicity, socioeconomic status, work status, education and geography in order to add to our understanding of who was infected with the coronavirus, as well as those who went on to have symptoms and develop COVID-19 during the pandemic progression. Saliva collection kits will be mailed to approximately 17,600 respondents homes. The consent document will detail the purpose of the study and what is being requested of them. The consent includes two questions - if the respondent ever received a positive COVID test result and the date of that test. The collection will be administered in both English and Spanish. The sample will consist of all HRS 2020 sample members who do not reside in a nursing home. The field period, mailings and reminder calling, is expected to occur between October 15, 2020 and March 31, 2021 before a vaccine is widely available. We expect 65% of the sample to consent to this collection. This project is being conducted in collaboration with the ISR Biospecimen lab.</p> |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>SRO Project Period</b>              | 09/2020 - 04/2021   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Data Col Period</b>                 | 10/2020 - 03/2021   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Security Plan</b>                   | NA  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Milestone Dates</b>                 | <table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 09/01/2020</td> <td><b>Pretest Start:</b> 10/09/2020</td> </tr> <tr> <td><b>Pretest End:</b> 10/15/2020</td> <td><b>Recruitment Start:</b> 09/22/2020</td> </tr> <tr> <td><b>Staffing Completed:</b> 01/15/2021</td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b> 01/25/2021</td> <td><b>SS Train End:</b></td> </tr> <tr> <td><b>DC Start:</b> 10/19/2020</td> <td><b>DC End:</b> 03/31/2021</td> </tr> </table>  |                                    |                                 | <b>PreProduction Start:</b> 09/01/2020 | <b>Pretest Start:</b> 10/09/2020 | <b>Pretest End:</b> 10/15/2020 | <b>Recruitment Start:</b> 09/22/2020 | <b>Staffing Completed:</b> 01/15/2021 | <b>GIT Start:</b> | <b>SS Train Start:</b> 01/25/2021 | <b>SS Train End:</b> | <b>DC Start:</b> 10/19/2020 | <b>DC End:</b> 03/31/2021 |
| <b>PreProduction Start:</b> 09/01/2020 | <b>Pretest Start:</b> 10/09/2020  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Pretest End:</b> 10/15/2020         | <b>Recruitment Start:</b> 09/22/2020  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Staffing Completed:</b> 01/15/2021  | <b>GIT Start:</b>   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>SS Train Start:</b> 01/25/2021      | <b>SS Train End:</b>  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>DC Start:</b> 10/19/2020            | <b>DC End:</b> 03/31/2021   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Other Project Team Members:</b>     | Andrew Hupp, Debbie Zivan Dan Tomlin, Tony Romanowski, Daniah Buageila, Anna Fuqua-Smith, Janet McBride, Jim Rodgers, Laura Yoder, Holly Ackerman, Pam Swanson, Deb Wilson, David Bolt, Matt Hanger, Tricia Blanchard, Lloyd Hemingway, Dianne Casey, Gary Hein.  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Other Project Names:</b>            | HRS Antibody, Antibody Project  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Sample Mgmt Sys</b>                 | MSMS  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Data Col Tool</b>                   | Other (COVID Antibody Saliva Kit, Paper/Pencil )  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Hardware</b>                        | Laptop; Desktop; [UM cell] Phone; Paper and Pencil  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>DE Software</b>                     | Other (MSMS)  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>QC Recording Tool</b>               | N/A   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Incentive</b>                       | Yes, R  |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Administration</b>                  | SRO Group   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Payment Type</b>                    | Check, prepaid (\$20)   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |
| <b>Payment Method</b>                  | Check through STRak RPay System   |                                    |                                 |  |                                  |                                |                                      |                                       |                   |                                   |                      |                             |                           |

|                       |   |                      |              |
|-----------------------|---|----------------------|--------------|
| <b>Report Period</b>  | May, 2021 (HRS 2020 ABT)  | <b>Project Phase</b> | Implementing |
| <b>Risk Level</b>     | Some Concerns   |                      |              |
| <b>Monthly Update</b> | All test kits were mailed out by December 20, 2020 and all reminder postcards mailed by January 7, 2021. Reminder |                      |              |

calling continued through mid-March.

Minnesota has had a delay in delivering over 220 results due to needing to conduct a different type of analysis on samples that had to little saliva for the standard test. The lab continued to receive samples, although small numbers, during the month. Consent logging, result letter mailings, and respondent support (follow-up to calls and emails) continued through the month.

As of 6/15/21 the overall response rate was at 44% (see details below)

Original sample selected=17,639

Sample removed from kit mailing = 1,351

Total Sample Sent A Kit = 16,288

Samples received by MN: 7,114 (44%)

Refusals: 1,800 (11%)

Deceased: 112 (1%)

Received Vaccine: 419 (2%)

Undeliverable - No Forwarding Address: 111 (1%)

Pending response: 6,732 (41%)

#### Special Issues

A revised budget was submitted based on work scope changes made in early October.

Added complexity collaborating on production tasks with the ISR Biospecimen lab.

Data manager and MSMS team resources

HRS Core data collection ongoing in field while Antibody test kits are being shipped to respondents.

Reminder calling work scope in late December added to be implemented in a short timeline. Additional sample added in February.

MN lab doing additional analysis/quality checks on samples and back-order on extraction tubes which are delaying results being sent to respondents.

Respondent contacts to SRO often very upset due to delay in receiving results.

#### Cost

Jun 14, 2021

**Total Cost to Date (Direct + Indirect):** 898,407.02

**Estimated Cost at Completion (E\$AC):** 766,619.60

**Total Budget:** 817,809.00

**Variance (Budget minus E\$AC):** 51,189.40

**Reason For Variance:**

Cost to Date includes the cost of all checks issued for respondent incentives. We have increased the percent of expected check voids in projections as the outstanding checks remain high, which is reflected in the cost at completion. We are estimating a \$36,209.50 underrun. The selected sample was 17,639 but the actual number of respondents sent a kit was 16,287 based on updated data from HRS core data collection. In addition, voids were not included in the budget but have been projected in CRS. Reminder calling projections for additional sample has been added to the projections. Logging and result letter mailing projections have been extended into July. CASIC rate change from \$2.01 to \$2.50 has been applied in CRS.

#### Projections

Jun 14, 2021

**Dollars Projected For Month:** 15,065.99

**Actual Dollars Used:** 6,299.67

**Variance (Projected minus Actual):** 8,766.32

**Reason For Variance:**

The variance is due primarily to fewer data manager hours and postage than originally projected. SRO is still waiting results for over 220 respondents from the Minnesota lab which impacted the mailing of result letters. Projections have been pushed forward into July.

#### Measures

|                              | Units Complete | RR  | HPI |
|------------------------------|----------------|-----|-----|
| <b>Current Goal:</b>         |                |     |     |
| <b>Goal at Completion:</b>   | 10,587         | 65% |     |
| <b>Current actual:</b>       | 7,114          | 44% |     |
| <b>Estimate at Complete:</b> | 7,114          | 44% |     |
| <b>Variance:</b>             | 3,473          | 21% |     |

#### Other Measures

|  |  |                                      |                                    |  |                                  |                                |                                      |                                       |                              |                                   |                                 |                             |                           |
|--|--|--------------------------------------|------------------------------------|--|----------------------------------|--------------------------------|--------------------------------------|---------------------------------------|------------------------------|-----------------------------------|---------------------------------|-----------------------------|---------------------------|
| <b>Project Name</b>                    | (HRS 2020) Health and Retirement Study 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<br><b>Budget Analyst:</b> Richard Warren Krause<br><b>Production Manager:</b> Andrea Sims<br><b>Senior Project Advisor:</b> Nicole G Kirgis<br><b>Production Manager:</b> Jennifer C Arrieta<br><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> 05/02/2021</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> 05/02/2021 |
| <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> 05/02/2021  |                                      |                                    |  |                                  |                                |                                      |                                       |                              |                                   |                                 |                             |                           |
| <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>  | May, 2021 (HRS 2020)   | <b>Project Phase</b> | Closing |
| <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 released at the end of September. 3,849 web lines had been released as of August with the non-response follow-up being conducted by field interviewers in SurveyTrak. Limited effort protocol was put on hold in August with 1,000 cases re-activated in SurveyTrak for work by field interviewers. A subset of field sample was moved to web in January and February for a two-week protocol. Once the protocol was completed, the</p> |                      |         |

non-final cases were moved back to the field.

Production has continued to slow down but a small group of 25 interviewers have maintained an average of 30 hours per week ensuring they attempt all workable sample and completing as many interviews as possible. Additional token offers were being made in multiple modes - text, email, voicemail, by phone during contact, self-scheduler, and letter. Interviewers began notifying respondents of the May 2nd scheduled end date. SAQ and SSA mailings continued. Once data collection ends, interviewers will work on final coding and writing call note summaries on the outstanding cases which is projected to be completed mid May.

The team continued to focus on coding, mailings, logging, data deliveries, processing equipment returns, and respondent support.

Measures noted in tables below are as of 5/18/21

#### 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  
PI decision to delay final release of sample to field until late September  
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  
Impact to staff and respondents with Antibody Data Collection overlapping with HRS Core Data Collection  
Multiple SAQ/SSA mail protocol changes during data collection.

#### Cost Jun 14, 2021

**Total Cost to Date (Direct + Indirect):** 15,480,945.06  
**Estimated Cost at Completion (E\$AC):** 15,773,066.79  
**Total Budget:** 16,267,431.00  
**Variance (Budget minus E\$AC):** 494,364.21  
**Reason For Variance:** 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 and SSA to be administered via mail with a phone follow-up, and COVID hours charged to date. Costs for transcription of one COVID question, SAQ and SSA mail protocol, and CASIC rate change have been added.

#### Projections Jun 14, 2021

**Dollars Projected For Month:** 389,354.42  
**Actual Dollars Used:** 397,001.23  
**Variance (Projected minus Actual):** -7,646.81  
**Reason For Variance:** Respondent payment checks in total were over by \$9K this month based on timing of when checks were processed versus when we had projected them to be processed. Future projections have been adjusted accordingly.

#### Measures

|                              | Units Complete | RR    | HPI |
|------------------------------|----------------|-------|-----|
| <b>Current Goal:</b>         | 17,201         | 74%   | 7.0 |
| <b>Goal at Completion:</b>   | 17,201*        | 74%   | 7.0 |
| <b>Current actual:</b>       | 17,108         | 73.6% | 7.1 |
| <b>Estimate at Complete:</b> | 17,108         | 73.6% | 7.1 |
| <b>Variance:</b>             | 93             | 0.4%  | 0.1 |

#### Other Measures

\*including preferred mode web



|   |   |             |                            |  |   |   |
|---|---|-------------|----------------------------|--|---|---|
| <b>Project Name</b>   | (HRS 2021 OYMS / COVID Survey) HRS 2021 Off-Year Mail Study / COVID Survey  |             |                            |  |   |   |
| <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>   | 543,278.00  | <b>Indirect Budget:</b>    | 195,580.00 <b>Total Budget:</b> 738,858.00 |   |   |
| <b>Principal Investigator/Client</b>  | Dr. David Weir (UM-ISR (SRC-HRS))<br>Dr. Helen Levy (UM-ISR (SRC-HRS))  |             |                            |  |   |   |
| <b>Funding Agency</b>   | National Institutes of Health (NIH)   |             |                            |  |   |   |
| <b>IRB</b>  | <b>HUM#:</b>  | HUM00196577 | <b>Period Of Approval:</b> |  |   |   |
| <b>Project Team</b>   | <b>Project Lead:</b> Ian Ogden<br><b>Budget Analyst:</b> Grace Tison<br><b>Production Manager:</b> Pooja Varma-Laughlin<br><b>Senior Project Advisor:</b> Evanthia Leissou<br><b>Production Manager:</b> Ian Ogden<br><b>Production Manager:</b>  |             |                            |  |   |   |
| <b>Proposal #:</b>  | no data   |             |                            |  |   |   |
| <b>Description:</b>   | <p>This project refers to what will be the first of up to three HRS mail studies planned for the 2020-2022 off-year. Following the model of past off-year mail studies, a subsample of 14,000 HRS respondents will be sent a paper booklet, as well as a prepaid incentive by check, and will be asked to complete the paper survey and mail back to Ann Arbor via prepaid return materials. Logging of paper booklets will take place in Ann Arbor, where booklets will be packaged and shipped to an external vendor, DataForce, for scanning and data-export. This study will follow a Dillman-like reminder sequence - initial mailing, followed by up to three reminder mailings (booklet #2, postcard, booklet #3).</p> <p>An external vendor, DataForce, will handle (1) formatting, printing and mailing of the booklet (in English and Spanish); (2) sending reminder mailings to each batch of sample; and (3) scanning completed booklets and delivering data to SRO for processing and delivery.</p> <p>The sample size for this project is significantly larger than other "off-year" mail studies such as LHMS. Relatedly, and also unlike past instances of HRS off-year mail studies, it is expected that this sample will overlap with HRS CAMS.</p> |             |                            |  |   |   |
| <b>SRO Project Period</b>   | 03/2021 - 12/2021   |             |                            |  |   |   |
| <b>Data Col Period</b>  | 05/2021 - 12/2021   |             |                            |  |   |   |
| <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> 03/01/2021<br/> <b>Pretest End:</b><br/> <b>Staffing Completed:</b><br/> <b>SS Train Start:</b> 06/08/2021<br/> <b>DC Start:</b> 05/28/2021 </td> <td style="padding: 5px;"> <b>Pretest Start:</b><br/> <b>Recruitment Start:</b><br/> <b>GIT Start:</b><br/> <b>SS Train End:</b> 06/08/2021<br/> <b>DC End:</b> 12/31/2021 </td> </tr> </table>  |             |                            |  | <b>PreProduction Start:</b> 03/01/2021<br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b> 06/08/2021<br><b>DC Start:</b> 05/28/2021 | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b> 06/08/2021<br><b>DC End:</b> 12/31/2021 |
| <b>PreProduction Start:</b> 03/01/2021<br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b> 06/08/2021<br><b>DC Start:</b> 05/28/2021 | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b> 06/08/2021<br><b>DC End:</b> 12/31/2021   |             |                            |  |   |   |
| <b>Other Project Team Members:</b>  | Technical Leads: Andrew Hupp & Jim Rodgers<br>MSMS Developer: Pam Swanson<br>Data Manager: Laura Yoder<br>Project Assistant 1: Becky Scherr<br>Project Assistant 2: Melissa Luker<br>Project Assistant 3 (RPay Only): Anna Fuqua-Smith  |             |                            |  |   |   |
| <b>Other Project Names:</b>   | HRS 2021 Off-Year Mail Study<br>HRS 2021 OYMS (COVID)<br>HRS 2021 COVID Survey<br>SurveyTrak, MSMS  |             |                            |  |   |   |
| <b>Sample Mgmt Sys</b>  | HRS 2021 Perspectives on the Pandemic Survey  |             |                            |  |   |   |
| <b>Data Col Tool</b>  | NA  |             |                            |  |   |   |
| <b>Hardware</b>   | Paper and Pencil  |             |                            |  |   |   |
| <b>DE Software</b>  | Other (MSMS DCA Logging Interface)  |             |                            |  |   |   |
| <b>QC Recording Tool</b>  | N/A   |             |                            |  |   |   |
| <b>Incentive</b>  | Yes, R  |             |                            |  |   |   |
| <b>Administration</b>   | SRO Group   |             |                            |  |   |   |
| <b>Payment Type</b>   | Check, prepaid  |             |                            |  |   |   |
| <b>Payment Method</b>   | Check through STrak RPay System   |             |                            |  |   |   |

|                |   |  |              |
|----------------|---|--|--------------|
| Report Period  | May, 2021 (HRS 2021 OYMS / COVID)   | Project Phase  | Implementing |
| Risk Level     | On Track  |  |              |
| Monthly Update | <p>[Production Launch]</p> <p>The first mailing (n=13,977) was mailed on Friday, 5/28/2021. Returns thus far have been quite robust and informed by the choice to rely on trackable return-mailing materials (for only the first mailing, primarily due to cost). Approximately 3200 SAQs have been logged via our "fast-track", non-interface based logging process in five business days.</p> <p>[Questionnaire Issue]</p> <p>An error in the formatted questionnaire was identified two days prior to the mailout date; this issue was introduced in the formatting process, but neither the vendor's QC, SRO QC nor the SRC-HRS team's review caught these errors. After some discussion, the SRC-HRS team opted to leave the questions as they are printed for all mailings. Though SRO's QC and testing process caught many issues, this slipped through, revealing the need for additional testing steps (e.g. detailed testing against the specification, ideally by a person not familiar with the questionnaire).</p> <p>[Reminder Mailing &amp; Use of Return-Tracking Data]</p> <p>Despite the fast-track logging process, the size of this project requires that the vendor have ~8 business days of lead time to prepare the first reminder mailing. As daily intake during this period is hundreds, sometimes over a thousand, we opted to exclude from the reminder mailing any cases in-transit or delivered (even if not yet logged). This will allow us to avoid pulling significant quantities of sample during the printing/assembly process and avoid sending this reminder to participants who have returned something to SRO (whether a completed SAQ or non-complete SAQ/refusal).</p> <p>[Schema &amp; Data-Out]</p> <p>Test data from the vendor has been delivered and is under review by SRC-HRS. The first production data delivery is targeted for early-July.</p> <p>[Procedures &amp; Technical Systems]</p> <p>For non-fast-track logging, procedures for carefully making inputs into the MSMS DCA are stabilizing toward being trainable (with both the PM Team and Survey Techs with MSMS experience in mind), and hopefully repeatable on subsequent HRS mail studies. This has been a challenge, and the risks of (1) miscoding, resulting in inappropriate coding or (2) unpredictable issues in MSMS rules are moderate to high.</p> |  |              |
| Special Issues | <p>(1) Cross-component coordination among three HRS Mail Studies during the 2020-2022 off-year (communications among teams, documentation across systems);</p> <p>(2) Working to develop key QC steps for data-monitoring;</p> <p>(3) Potential revisions away from 1001 / Completed Questionnaire upon receipt of scanned data from vendor (due to relatively cursory check of received SAQs as part of fast-track logging).</p>   |  |              |
| Cost           |   |  |              |
| Jun 09, 2021   | <b>Total Cost to Date (Direct + Indirect):</b>  | 650,944.66   |              |
|                | <b>Estimated Cost at Completion (E\$AC):</b>  | 885,378.00   |              |
|                | <b>Total Budget:</b>  | 738,858.00   |              |
|                | <b>Variance (Budget minus E\$AC):</b>   | -146,520.00  |              |
|                | <b>Reason For Variance:</b>   | <p>[05/2021 Updates]</p> <p>EAC increased by approximately \$7,000 between April and May 2021 due to (1) increased salary (~\$4K) due to additional technical development resources needed for MSMS and DataOps support; (2) increased indirect costs (~\$2K) and (3) minor increases in non-salary costs (~\$1K).</p> <p>[Previously Reported]</p> <p>The initial budget for this project was prepared in 2017 as part of the six-year HRS renewal (2018-2022). The assumptions made at that time reflected best-available information regarding the size and design of the 2020-22 off-year mail studies. The overall projections have been updated to (1) reflect a 22% larger sample size (14,800 vs. the budgeted 12,000), (2) increased salary and non-salary costs per current rates.</p> |              |
| Projections    |   |  |              |
| Jun 09, 2021   | <b>Dollars Projected For Month:</b>   | 324,369.76   |              |
|                | <b>Actual Dollars Used:</b>   | 102,921.60   |              |
|                | <b>Variance (Projected minus Actual):</b>   | 221,448.16   |              |
|                | <b>Reason For Variance:</b>   | <p>Most salary costs closely tracked projections, generally being slightly below projections. Key drivers of variance in May, 2021: (1) Services of Others charges being \$156,000 below the projection - unrealized costs pushed forward; (2) Indirect costs coming in at ~\$50,000 below the projection for the month; and (3) Minor shortfalls in charges (~\$1K each) for Survey Tech hours and postage.</p>   |              |

| Measures | Units Complete               |  | RR     | HPI   |
|----------|------------------------------|--|--------|-------|
|          | <i>Current Goal:</i>         |  | 11,200 | 80.0% |
|          | <i>Goal at Completion:</i>   |  |        | N/A   |
|          | <i>Current actual:</i>       |  | 3199   | 22.9% |
|          | <i>Estimate at Complete:</i> |  |        |       |
|          | <i>Variance:</i>             |  |        |       |

Other Measures

|  |   |                                   |                                 |  |   |
|--|---|-----------------------------------|---------------------------------|--|---|
| <b>Project Name</b>  | (MARS 2) Malaysia Ageing and Retirement Study Wave 2  |                                   |                                 |  |   |
| <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> 187,281.00  | <b>Indirect Budget:</b> 67,421.00 | <b>Total Budget:</b> 254,702.00 |  |   |
| <b>Principal Investigator/Client</b>   | David Weir (UM SRC - HRS)   |                                   |                                 |  |   |
| <b>Funding Agency</b>  | Health and Retirement Study   |                                   |                                 |  |   |
| <b>IRB</b>   | <b>HUM#:</b> NA   | <b>Period Of Approval:</b>        |                                 |  |   |
| <b>Project Team</b>  | <b>Project Lead:</b> Margaret Lee Hudson<br><b>Budget Analyst:</b> Richard Warren Krause<br><b>Production Manager:</b><br><b>Senior Project Advisor:</b> Evanthia Leissou<br><b>Production Manager:</b> Kasyera Kowalczyk<br><b>Production Manager:</b>   |                                   |                                 |  |   |
| <b>Proposal #:</b>   | no data   |                                   |                                 |  |   |
| <b>Description:</b>  | <p>The Social Wellbeing Research Centre (SWRC) at the University of Malaya is conducting the second wave of data collection for the MARS study, including questionnaire revision, questionnaire translation into Mandarin and Malay, and instrument technical redesign in order to incorporate Wave 1 preload information. In this effort, SWRC will revisit n=5,613 respondents from the first wave, as well as 1,000 additional households from which they will select up to three eligible respondents. The first wave of MARS included up to three randomly-selected members from each household aged 40 and older. The average interview length is expected to be 70 minutes. Data collection will be conducted in English, Malay, and Mandarin.</p> |                                   |                                 |  |   |
| <b>SRO Project Period</b>  | 01/2020 - 09/2021   |                                   |                                 |  |   |
| <b>Data Col Period</b>   | 09/2020 - 08/2021   |                                   |                                 |  |   |
| <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><br/> <b>Pretest End:</b><br/> <b>Staffing Completed:</b><br/> <b>SS Train Start:</b><br/> <b>DC Start:</b> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>Pretest Start:</b><br/> <b>Recruitment Start:</b><br/> <b>GIT Start:</b><br/> <b>SS Train End:</b><br/> <b>DC End:</b> </td> </tr> </table>   |                                   |                                 | <b>PreProduction Start:</b><br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b> |
| <b>PreProduction Start:</b><br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b>   |                                   |                                 |  |   |
| <b>Other Project Team Members:</b>   | Jay Lin    Technical Lead<br>Gina Cheung    Technical Advisor<br>Peter Sparks    Blaise Programmer<br>Holly Ackerman    WebTrak Programmer<br>John Gawlas    HelpDesk Specialist<br>Genise Pattulo    HelpDesk Supervisor<br>Cheng Zhou    Database Administrator<br>LihShwu Ke    Database Administrator<br>Marsha Skoman    SurveyTrak Intl Programmer<br>Ashwin Dey    SurveyTrak Offline<br>Brad Goodwin    Data Manager<br>Emmanuel Ellis    HelpDesk Specialist (back up)   |                                   |                                 |  |   |
| <b>Other Project Names:</b>  |   |                                   |                                 |  |   |
| <b>Sample Mgmt Sys</b>   | Other (ST International)  |                                   |                                 |  |   |
| <b>Data Col Tool</b>   | Blaise 4.8  |                                   |                                 |  |   |
| <b>Hardware</b>  | Laptop  |                                   |                                 |  |   |
| <b>DE Software</b>   | NA  |                                   |                                 |  |   |
| <b>QC Recording Tool</b>   | N/A   |                                   |                                 |  |   |
| <b>Incentive</b>   | Not used  |                                   |                                 |  |   |
| <b>Administration</b>  | N/A   |                                   |                                 |  |   |
| <b>Payment Type</b>  | N/A   |                                   |                                 |  |   |
| <b>Payment Method</b>  | N/A   |                                   |                                 |  |   |

**Risk Level**

On Track

**Monthly Update**

Data collection continues at a slow and steady pace. Movement Control Orders (MOC) around Malaysia impact the ability to conduct face-to-face work at times, however telephone work continues when necessary.

- o At this point, 43% (n=1922) of all household-level instruments have been completed.
- o From these, 3304 individual respondent lines have been spawned and 2551 interviews finalized (77% of spawned lines).

The SWRC team has requested an extension to SRO support of the MARS 2 project through the end of 2021. The budget has been reviewed and trimmed as needed to allow us to be able to continue to provide support, managing the budget to the midpoint of the ballpark estimate (currently projecting an underrun of \$6,179 after these adjustments).

This month the SRO and SWRC management teams met to discuss progress to date, challenges experienced, and strategies to increase production to be able to complete work this year. This included discussing new contact strategies, adding interviewers in areas that are un-/underworked to date, and managing production goals more frequently to better stay on target.

**Special Issues****Cost**

Jun 14, 2021

|  |  |
|--|--|
| <b>Total Cost to Date (Direct + Indirect):</b> | 194,478.08   |
| <b>Estimated Cost at Completion (E\$AC):</b>   | 244,499.42   |
| <b>Total Budget:</b>                           | 254,702.00   |
| <b>Variance (Budget minus E\$AC):</b>          | 10,202.58  |
| <b>Reason For Variance:</b>                    | Although we didn't have international travel expenses, the project has had to extend numerous times due to slow downs/stoppages related to the pandemic. At this point we are budgeting to extend data collection through November 2021 and wrap up SRO support by the end of the calendar year. |

**Projections**

Jun 14, 2021

|   |   |
|---|---|
| <b>Dollars Projected For Month:</b>       | 9,204.28  |
| <b>Actual Dollars Used:</b>               | 5,172.28  |
| <b>Variance (Projected minus Actual):</b> | 4,032.00  |
| <b>Reason For Variance:</b>               | Fewer programmer and data manager hours were used than projected. Future projections will reflect the reduced hours as we are not expecting additional programming needs. |

**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>   | (MTF base year 2017-2022) Monitoring the Future - 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>   | National Institute on Drug Abuse, one of the National Institutes of Health.   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <b>IRB</b>  | <b>HUM#:</b> 00131235   | <b>Period Of Approval:</b>           | 2/3/2021 - 2/2/2022  |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <b>Project Team</b>   | <b>Project Lead:</b> Rebecca Gatward<br><b>Budget Analyst:</b> Mary Johnson<br><b>Production Manager:</b> Margaret Lavanger<br><b>Senior Project Advisor:</b> Gregg Peterson<br><b>Production Manager:</b><br><b>Production Manager:</b>  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <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:</p> <p>(a) self-administered annual in-school surveys of 8th, 10th, and 12th graders (~45,000) in 400 schools.</p> <p>(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 newsletter is mailed to panel members. If the newsletter is returned (undelivered) locating effort targets these panel members and others who have not participated for X years. The web panel launches (web) in spring and in around June a telephone non-response effort begins for those invited to participate. The panel members are recruited from the 12th graders who participate in the base year study.</p> |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <b>SRO Project Period</b>   | 04/2017 - 04/2022   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <b>Data Col Period</b>  | 02/2018 - 06/2022   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <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<br/> <b>Pretest End:</b><br/> <b>Staffing Completed:</b><br/> <b>SS Train Start:</b><br/> <b>DC Start:</b> </td> <td style="padding: 5px;"> <b>Pretest Start:</b><br/> <b>Recruitment Start:</b><br/> <b>GIT Start:</b><br/> <b>SS Train End:</b><br/> <b>DC End:</b> 06/04/2022 </td> </tr> </table>   |                                      |                      |              | <b>PreProduction Start:</b> 04/30/2017<br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b> 06/04/2022 |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <b>PreProduction Start:</b> 04/30/2017<br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b> 06/04/2022  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| <b>Other Project Team Members:</b>  | <table style="width: 100%;"> <tr> <td style="width: 50%;">Rebecca Gatward</td> <td style="width: 50%;">Survey Director</td> </tr> <tr> <td>Gregg Peterson</td> <td>Senior Project Advisor</td> </tr> <tr> <td>Hueichun Peng</td> <td>Technical Lead</td> </tr> <tr> <td>Minako Edgar</td> <td>Data Management</td> </tr> <tr> <td>Marsha Skoman</td> <td>SurveyTrak Programmer</td> </tr> <tr> <td>Ashwin Dey</td> <td>WebTrak, MTF specific Apps. Programmer</td> </tr> <tr> <td>Peggy Lavanger</td> <td>Production Manager (Lead)</td> </tr> <tr> <td>Barbara Aghababian-Homburg</td> <td>Production Manager</td> </tr> <tr> <td>Debra Heier</td> <td>Project Assistant</td> </tr> <tr> <td>David Bolt and Deborah Wilson</td> <td>Help Desk/Tablets</td> </tr> <tr> <td>Mary Johnson</td> <td>Budget Analyst</td> </tr> </table>   |                                      |                      |              | Rebecca Gatward   | Survey Director  | Gregg Peterson | Senior Project Advisor | Hueichun Peng | Technical Lead | Minako Edgar | Data Management | Marsha Skoman | SurveyTrak Programmer | Ashwin Dey | WebTrak, MTF specific Apps. Programmer | Peggy Lavanger | Production Manager (Lead) | Barbara Aghababian-Homburg | Production Manager | Debra Heier | Project Assistant | David Bolt and Deborah Wilson | Help Desk/Tablets | Mary Johnson | Budget Analyst |
| Rebecca Gatward   | Survey Director   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Gregg Peterson  | Senior Project Advisor  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Hueichun Peng   | Technical Lead  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Minako Edgar  | Data Management   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Marsha Skoman   | SurveyTrak Programmer   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Ashwin Dey  | WebTrak, MTF specific Apps. Programmer  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Peggy Lavanger  | Production Manager (Lead)   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Barbara Aghababian-Homburg  | Production Manager  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Debra Heier   | Project Assistant   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| David Bolt and Deborah Wilson   | Help Desk/Tablets   |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |
| Mary Johnson  | Budget Analyst  |                                      |                      |              |   |  |                |                        |               |                |              |                 |               |                       |            |  |                |                           |                            |                    |             |                   |                               |                   |              |                |

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

|                          |   |
|--------------------------|---|
| <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> | May, 2021 (MTF base year 2017-2022) | <b>Project Phase</b> | Implementing |
|----------------------|-------------------------------------|----------------------|--------------|

|                   |                 |
|-------------------|-----------------|
| <b>Risk Level</b> | <i>On Track</i> |
|-------------------|-----------------|

|                       |  |
|-----------------------|--|
| <b>Monthly Update</b> | <p>May updates</p> <ul style="list-style-type: none"> <li>- School administrations were completed in 89 schools during May with a total of 8,467 students completing the MTF survey. The survey was administrated to 12th graders in 24 schools, in the remainder of schools (65) students invited to participate were in the 8th and 10th grade.</li> <li>- Held a debrief for interviewers focusing on what went well and protocols that needed to be changed, more clearly defined or more training. We sought suggestions from interviewers about how we could improve any aspect of their work and examples of how they overcame issues encountered during survey admins. MTF research team (Callers and Ginny) joined the meeting.</li> <li>- Interviewers with no further school admins assigned to them are being closed out.</li> </ul> |
|-----------------------|--|

**Special Issues**

|                     |  |              |
|---------------------|--|--------------|
| <b>Cost</b>         |  |              |
| <b>Jun 07, 2021</b> | <b>Total Cost to Date (Direct + Indirect):</b> | 5,627,941.71 |
|                     | <b>Estimated Cost at Completion (E\$AC):</b>   | 6,792,343.57 |
|                     | <b>Total Budget:</b>                           | 7,316,931.00 |
|                     | <b>Variance (Budget minus E\$AC):</b>          | 524,587.43   |

**Reason For Variance:**

- Wave 1 (2017-18) & Wave 2 (2018-19) - 50 supplemental school admins (not budgeted)
- Wave 2 travel costs were higher than budgeted due to staff availability.
- Wave 3 (2019-2020) - 500 additional tablets were purchased. The cost of these and other necessary equipment was not budgeted.
- 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.
- 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). Hours required by SRO staff have also been reduced - projections are still included for some FTF admins beginning in May 2021. It is unlikely that these admins will take place in-person.

The wave 4 projections include staff hours required to undertake the development work to implement the web mode (limited to a basic sample management system, portal and field procedures) and a small pilot. The total cost is estimated to be \$81,131.71 (August - December 2020) This work was not included in the original scope of work for 2017-2022.

The salary and non-salary cost projections for wave 4 (2021) have been revised based on the assumption that the majority of the school administrations will be conducted in web mode (remote or in-school). The hours required for Field Researchers to conduct the remote admins and the number of remote and in person admins are estimated. We have compared these estimates with actual interviewer hours used during the pilot, the estimates seem to be at an appropriate level. We will review actual interviewer hours during production to ensure that projected hours are at the appropriate level.

The projected costs for 2021 have been updated to include Illume charges for completed surveys (\$.95 per submitted survey).

The notes sent with the January Client cost report will be uploaded (in MPR).

**Projections**  
**Jun 07, 2021**

**Dollars Projected For Month:**

132,493.02

**Actual Dollars Used:**

107,560.41

**Variance (Projected minus Actual):**

24,932.61

**Reason For Variance:**

The variance is due to lower IWER hours used than projected. IWER hours for May were projected based on the reduced HPA but more schools who had agreed to participate became refusals during May than expected.

**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>                    | (MTF NR 2021) Monitoring the Future Nonresponse 2021  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <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> 209,911.00  | <b>Indirect Budget:</b> 117,550.00 | <b>Total Budget:</b> 327,461.00 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Principal Investigator/Client</b>   | John Schulenberg (UM - Survey Research Center)<br>Richard Miech (UM - Survey Research Center)<br>Megan Patrick (UM - Survey Research Center)  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Funding Agency</b>                  |   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>IRB</b>                             | <b>HUM#:</b>  | <b>Period Of Approval:</b>         |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Project Team</b>                    | <b>Project Lead:</b>  | Lloyd Fate Hemingway               |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Budget Analyst:</b>  | Mary Johnson                       |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Production Manager:</b>  | Lloyd Fate Hemingway               |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Senior Project Advisor:</b>  | Gregg Peterson                     |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Production Manager:</b>  | Kelley Lynn Popielarz              |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|  | <b>Production Manager:</b>  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Proposal #:</b>                     | no data   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Description:</b>                    | Monitoring the Future Non-Response is a tracking/reminder calling project for MTF follow-up panels. The respondents in these panels originally completed self-administered questionnaires dealing with attitudes toward social issues and behaviors such as alcohol, drug, and tobacco use when they were in the 12th grade. As a sub-sample of the MTF in-school administrations, they receive an invitation to complete a follow-up survey online or with a paper SAQ at regular intervals well into adulthood. The Non-Response project is designed to contact and remind panel members who have not completed their questionnaire. 2021 is the first time all respondents will be able to complete the survey online. |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SRO Project Period</b>              | 03/2021 - 10/2021   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Data Col Period</b>                 | 05/2021 - 08/2021   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Security Plan</b>                   | NA  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Milestone Dates</b>                 | <table border="1" style="width: 100%;"> <tr> <td><b>PreProduction Start:</b> 03/01/2021</td> <td><b>Pretest Start:</b></td> </tr> <tr> <td><b>Pretest End:</b></td> <td><b>Recruitment Start:</b> 03/01/2021</td> </tr> <tr> <td><b>Staffing Completed:</b> 04/13/2021</td> <td><b>GIT Start:</b></td> </tr> <tr> <td><b>SS Train Start:</b> 05/19/2021</td> <td><b>SS Train End:</b> 05/19/2021</td> </tr> <tr> <td><b>DC Start:</b> 05/20/2021</td> <td><b>DC End:</b> 08/18/2021</td> </tr> </table>   |                                    |                                 | <b>PreProduction Start:</b> 03/01/2021 | <b>Pretest Start:</b> | <b>Pretest End:</b> | <b>Recruitment Start:</b> 03/01/2021 | <b>Staffing Completed:</b> 04/13/2021 | <b>GIT Start:</b> | <b>SS Train Start:</b> 05/19/2021 | <b>SS Train End:</b> 05/19/2021 | <b>DC Start:</b> 05/20/2021 | <b>DC End:</b> 08/18/2021 |
| <b>PreProduction Start:</b> 03/01/2021 | <b>Pretest Start:</b>   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Pretest End:</b>                    | <b>Recruitment Start:</b> 03/01/2021  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Staffing Completed:</b> 04/13/2021  | <b>GIT Start:</b>   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SS Train Start:</b> 05/19/2021      | <b>SS Train End:</b> 05/19/2021   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>DC Start:</b> 05/20/2021            | <b>DC End:</b> 08/18/2021   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Other Project Team Members:</b>     | Programmers: Peter Sparks, Ashwin Dey, Dave Dybicki<br>Data Manager: Minako Edgar   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Other Project Names:</b>            |   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Sample Mgmt Sys</b>                 | SMS   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Data Col Tool</b>                   | Other (Respondent Locating Module (RLM))  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Hardware</b>                        | Laptop; Desktop; [UM cell] Phone  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>DE Software</b>                     | N/A   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>QC Recording Tool</b>               | N/A   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Incentive</b>                       | Not used  |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Administration</b>                  | ISR Group (Youth, Education, and Society (YES) Program)   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Payment Type</b>                    | Check, prepaid (\$20 or \$25)   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Payment Method</b>                  | Other (Checks issued and sent by MTF)   |                                    |                                 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |

|                      |                         |                      |              |
|----------------------|-------------------------|----------------------|--------------|
| <b>Report Period</b> | May, 2021 (MTF NR 2021) | <b>Project Phase</b> | Implementing |
|----------------------|-------------------------|----------------------|--------------|

|                   |          |
|-------------------|----------|
| <b>Risk Level</b> | On Track |
|-------------------|----------|

|                       |   |
|-----------------------|---|
| <b>Monthly Update</b> | 31 interviewers were staffed for the project: 17 from the SSL and 14 from the field. Included in that number are 4 TLs from the SSL. We also have 2 SSAs serving in a TL role. 4 interviewers dropped before training (3 SSL, 1 field). Following training, another 3 resigned from the project (all field) for a variety of reasons. That leaves us with 24 currently on the project. This group has offered sufficient availability to meet our goals for hours scheduled per week. |
|-----------------------|---|

|                       |  |
|-----------------------|--|
| <b>Special Issues</b> | There were initially some incidents around getting network access rights for field interviewers using remote desktop connections to SSL computers. These were tied to confusion over which ones were still using UM IDs for their laptops and which ones were using new SRO IDs. Issue was resolved by working with CMT. |
|-----------------------|--|

**Cost**  
**May 31, 2021**

**Total Cost to Date (Direct + Indirect):** 25,715.71  
**Estimated Cost at Completion (E\$AC):** 309,167.60  
**Total Budget:** 327,461.00  
**Variance (Budget minus E\$AC):** 18,293.40  
**Reason For Variance:** Production has just begun, projections are constantly being reviewed and updated

**Projections**  
**May 31, 2021**

**Dollars Projected For Month:** 18,241.33  
**Actual Dollars Used:** 19,133.63  
**Variance (Projected minus Actual):** -892.30  
**Reason For Variance:** One-time costs for training team and labor for shipping equipment was slightly under-projected.

**Measures**

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

**Other Measures**

Finds per Hour: Current goal=1.0, Current actual=1.34 Goal at completion=1.0  
 Finalized cases per Hour (Found+Lost) Current goal=1.75. Current actual=1.99 Goal at completion=1.75  
 Attempts per Hour: Current goal=12, Current actual=10.2 Goal at completion=12

|                                      |   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
|--------------------------------------|---|------------------------------------|-----------------------------------|-----------------------------|-----------------------|---------------------|---------------------------|----------------------------|-------------------|------------------------|----------------------|------------------|----------------|
| <b>Project Name</b>                  | (MTF Panel (main data collection) 2021) Monitoring the Future Panel (web) 2021  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <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> 729,094.00  | <b>Indirect Budget:</b> 405,907.00 | <b>Total Budget:</b> 1,135,001.00 |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <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<br><b>Budget Analyst:</b> Mary Johnson<br><b>Production Manager:</b><br><b>Senior Project Advisor:</b> Gregg Peterson<br><b>Production Manager:</b> Rebecca Gatward<br><b>Production Manager:</b>  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Proposal #:</b>                   | no data   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Description:</b>                  | <p>This project is a continuation of MTF Illume Web 2020. 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>PI staff will edit and test 12 survey versions, all previously programmed in Illume by SRO. SRO will further test the surveys as part of the systems integration process. All 12 surveys will be launched in 2021. After testing is complete, SRO will launch the 2021 Web survey data collection with an estimated sample size of 20,000 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 2021 with the data collection taking place during a 7-month period, beginning April of 2021. The total cost for this work is estimated at \$355,783 (\$228,066 direct, \$127,717 indirect), budgeted at the currently negotiated on-campus recovery rate of 56%.</p> |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>SRO Project Period</b>            | 01/2021 - 12/2021   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Data Col Period</b>               | 04/2021 - 10/2021   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Security Plan</b>                 | NA  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Milestone Dates</b>               | <table border="1" style="width: 100%;"> <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>   | Gregg Peterson (SPA), Rebecca Gatward (Director), Donnalee Grey-Farquharson (Lead), Hueichun Peng, Lloyd Hemingway, Shaowei Sun, Minako Edgar, Peter Sparks, Ashwin Dey, Hongyu Johnson   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Other Project Names:</b>          | MTF Illume Web 2021   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Sample Mgmt Sys</b>               | Web SMS; Project specific system (RLM, RIMS)  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Data Col Tool</b>                 | Illume  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Hardware</b>                      | NA  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>DE Software</b>                   | N/A   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>QC Recording Tool</b>             | N/A   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Incentive</b>                     | Yes, Other (Managed by SRC PI Staff)  |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Administration</b>                | N/A   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Payment Type</b>                  | N/A   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Payment Method</b>                | N/A   |                                    |                                   |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |

|                      |                                       |                      |              |
|----------------------|---------------------------------------|----------------------|--------------|
| <b>Report Period</b> | May, 2021 (MTF Panel (main data colle | <b>Project Phase</b> | Implementing |
| <b>Risk Level</b>    | On Track                              |                      |              |

**Monthly Update**

1. Added Release 8 to the production
2. SSL interviewers started making the reminder calls to the Non-response cases

**Special Issues****Cost****May 31, 2021**

|  |  |
|--|--|
| <b>Total Cost to Date (Direct + Indirect):</b> | 915,285.42                                       |
| <b>Estimated Cost at Completion (E\$AC):</b>   | 1,127,103.24                                     |
| <b>Total Budget:</b>                           | 1,135,001.00                                     |
| <b>Variance (Budget minus E\$AC):</b>          | 7,897.76   |
| <b>Reason For Variance:</b>                    | The amount of underrun will be adjusted in June. |

**Projections****May 31, 2021**

|   |   |
|---|---|
| <b>Dollars Projected For Month:</b>       | 30,885.50   |
| <b>Actual Dollars Used:</b>               | 32,841.22   |
| <b>Variance (Projected minus Actual):</b> | -1,955.72   |
| <b>Reason For Variance:</b>               | The negative variance was caused by the effort of an additional release 8 that was not in the estimated amount for May. |

**Measures**

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

**Other Measures**

|                                      |   |                        |                            |                      |
|--------------------------------------|---|------------------------|----------------------------|----------------------|
| <b>Project Name</b>                  | (PSID21) Panel Study of Income Dynamics 2021  |                        |                            |                      |
| <b>Project Mode</b>                  | Primary: Telephone  | Secondary: Web         | Total of Modes: 2          |                      |
| <b>Project Type</b>                  | Sponsored Projects  | <b>Project Status</b>  | Current                    |                      |
| <b>Budget</b>                        | <b>Direct Budget:</b>   | 4,434,021.00           | <b>Indirect Budget:</b>    | 2,483,047.00         |
|                                      |   |                        | <b>Total Budget:</b>       | 6,917,068.00         |
| <b>Principal Investigator/Client</b> | David Johnson (UM)<br>Katherine McGonagle (UM)<br>Narayan Sastry (UM)   |                        |                            |                      |
| <b>Funding Agency</b>                | NSF, NIA, NICHD, The Office of the Assistant Secretary for Planning and Evaluation of the United States, DHHS, The Econom |                        |                            |                      |
| <b>IRB</b>                           | <b>HUM#:</b>  | HUM00062417            | <b>Period Of Approval:</b> | 8/20/2020 - 8/19/202 |
| <b>Project Team</b>                  | <b>Project Lead:</b>  | Shonda R Kruger-Ndiaye |                            |                      |
|                                      | <b>Budget Analyst:</b>  | Megan Gomez-Mesquita   |                            |                      |
|                                      | <b>Production Manager:</b>  | Stacy Quisenberry      |                            |                      |
|                                      | <b>Senior Project Advisor:</b>  | Stephanie A Chardoul   |                            |                      |
|                                      | <b>Production Manager:</b>  | Sarah Crane            |                            |                      |
|                                      | <b>Production Manager:</b>  | Rachel Anne Orlowski   |                            |                      |

**Proposal #:** no data

**Description:** PSID (known to Respondents as the Family Economics Study or FES) is a longitudinal survey of several thousand individuals and their families, carried out since 1968 and conducted every two years. The sample is comprised of respondents from the 4,800 original families as well as new (immigrant) sample added in 1997/1999 and 2017/2019. The total 2021 sample size will be approx. 11,200, with approx. 9,700 completed interviews expected. Most of the information collected is about family composition and changes (marriages, divorces, births, deaths, people moving in and out), income sources and amounts, employment and pensions and wealth. There are also questions about housing, education, vehicles, health, and money spent on food, healthcare, and school. The main focus is on how these family composition and financial factors interact with each other and how they change over time. The 2021 instrument also features questions related to the impact of COVID on the family.

PSID 2021 is the first full wave of PSID Core to be conducted with a Web, self-administered option and using Blaise 5 and MSMS and the work scope includes the re-write of the 68-ID website and the Splitoff program to be compatible with new technical systems.

TAS21 will follow PSID Core data collection, interviewing eligible PSID sample members on a flow basis following their Core interviews.

**\*\*Note:** The Budget listed in MPR is the original 2021 budget. It has not been approved by PIs, who are currently reviewing a rebudget.\*\*

**SRO Project Period** 04/2020 - 04/2022

**Data Col Period** 03/2001 - 10/2021

**Security Plan** NA

**Milestone Dates**

|                             |            |                           |            |
|-----------------------------|------------|---------------------------|------------|
| <b>PreProduction Start:</b> | 04/01/2020 | <b>Pretest Start:</b>     | 09/28/2020 |
| <b>Pretest End:</b>         | 10/25/2020 | <b>Recruitment Start:</b> | 10/15/2020 |
| <b>Staffing Completed:</b>  | 12/02/2020 | <b>GIT Start:</b>         |            |
| <b>SS Train Start:</b>      | 02/24/2021 | <b>SS Train End:</b>      | 03/05/2021 |
| <b>DC Start:</b>            | 03/18/2021 | <b>DC End:</b>            | 12/31/2021 |

**Other Project Team Members:**

**Other Project Names:** Family Economics Study 2021, PSID Core 2021

**Sample Mgmt Sys** MSMS

**Data Col Tool** Blaise 5

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

**DE Software** N/A

**QC Recording Tool** Camtasia

**Incentive** Yes, R; Yes, Other (Proxy, Locator)

**Administration** ISR Group (PSID)

**Payment Type** Check, post (Varies)

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

**Report Period** May, 2021 (PSID21) **Project Phase** Implementing

**Risk Level** *Some Concerns*

**Monthly Update** SRO work in May was heavily focused on attempting to fully launch the study identifying and troubleshooting technical issues that made that challenging. (Note that we're now already on data model 4.)

Significant releases/activities during May and to-date include:

- Updating the the labeling of various releases in the DCA and reiterating the iwer contact protocol for the various groups
- Resending the advance letter mailing to Web lines as a non-response intervention
- Self-Scheduler Batch 2 invited 5/4 - 5/6
- Self-Scheduler Batch 3 invited 5/7 - 5/9
- Release and migration to data model 3 5/18
- 200 English Web lines invited 5/20
- 400 English Web lines invited 5/26
- All Spanish lines (453) invited to CATI 6/3 (the Spanish Self Scheduler was not ready)
- 2263 English Web lines invited 6/3
- Release and migration to data model 4 6/10

Trainings:

Locating Trainings (all iwers)--4 sessions the week of May 2nd

Spanish Trainings (14 iwers!)--3 sessions next week of May 9th

As of the writing of this report (5/19), we have English CATI sample, Spanish CATI sample and all but 1081 English Web cases in production. The Splitoff program development has been very delayed. Testing is underway within SRO; PSID was invited to test beginning 6/4 (but a set of testing lines to allow full testing is forthcoming).

We are carefully monitoring production against goals and revising weekly. There is a significant focus on iwer attempts as weekly production--even on CATI line-- lags our targets.

We continue to work around a variety of technical issues. e.g. Certain email and text templates not working; email and text requests not properly executing; emails and texts not writing to the contact attempt history; iwers occasionally syncing and having all of their sample disappear; technical issues that require sync reset, with the post-rests sync taking many hours; being unable to transfer sample via MAP; Rules taking days to run causing us to be unable to execute the requested protocol, etc.

#### Special Issues

##### Cost

May 31, 2021

**Total Cost to Date (Direct + Indirect):** 2,667,271.14

**Estimated Cost at Completion (E\$AC):** 7,298,690.46

**Total Budget:** 6,917,068.00

**Variance (Budget minus E\$AC):** -381,622.46

**Reason For Variance:**

We're currently projecting a \$252K direct cost overrun, up \$17K from last month's \$235K overrun projection. This increase was mainly due to (from largest to smallest) TSG increases in May and June, residual field interviewer overtime charges in May, and increased hours for Ken and DMSS. We're still projecting the same total production hours. Note: this cost report does not include any updates to TSG projections from our TSG Tech Lead. Those are still forthcoming. It includes only updates made by Shonda and Megan.

##### Projections

May 31, 2021

**Dollars Projected For Month:** 663,727.00

**Actual Dollars Used:** 680,030.29

**Variance (Projected minus Actual):** -16,303.29

**Reason For Variance:**

In May, we projected to spend \$425K direct cost, but actually spent \$438K, for a monthly direct cost overrun of \$13K. Most of this overrun is related to field interviewer salary, including overtime, increased TL/PC hours, and pay rate differences.

#### Measures

|                              | Units Complete | RR     | HPI |
|------------------------------|----------------|--------|-----|
| <b>Current Goal:</b>         | 3190           |        | 6.5 |
| <b>Goal at Completion:</b>   | 9694           | 89%    | 7.5 |
| <b>Current actual:</b>       | 3133           | 44.89% | 6.6 |
| <b>Estimate at Complete:</b> | 9694           | 89%    | 7.5 |
| <b>Variance:</b>             | 0              | 0      | 0   |

**Other Measures**

All Measures reported through the last completed week (through 6/12). Our goals will be reassessed each week, with variance in weekly performance leading to updates of future weeks.

Unlike typical CATI/CAPI study waves, our cumulative HPI is expected to fall as more Web sample is invited to the study and more Rs complete by Web.

The RR reported reflects only the sample invited as of 6/12. We haven't currently set goals of RR by week, only iws by week and HPI by week. We will focus more on RR once more of our sample is released.

**Project Name** (SCA 2021) Surveys of Consumer Attitudes

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

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

**Budget** **Direct Budget:** 1,122,582.00 **Indirect Budget:** 0.00 **Total Budget:** 1,122,582.00

**Principal Investigator/Client** Richard Curtin (SCA)  
Tuba Suzer-Gurtekin (SCA)

**Funding Agency**

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

**Project Team** **Project Lead:** Theresa Camelo  
**Budget Analyst:** Dean E Stevens  
**Production Manager:** Lisa J Cam  
**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** 12/2020 - 12/2021

**Data Col Period** 01/2021 - 12/2021

**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> 01/02/2021 | <b>DC End:</b> 12/20/2021 |

**Other Project Team Members:**

**Other Project Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** Blaise 4.8

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

**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** May, 2021 (SCA 2021) **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** SCA May 2021 began as scheduled on 4/28/2021, and ended as scheduled on 5/24/2021. We completed 606 IWs (325/180/101), six IWs above our goal of 600 (320/180/100); at an overall hpi of 3.13 (.13 above our budgeted hpi of 3.0).

**Special Issues**



**Cost**  
**Jun 07, 2021**

|  |              |
|--|--------------|
| <b>Total Cost to Date (Direct + Indirect):</b> | 429,811.89   |
| <b>Estimated Cost at Completion (E\$AC):</b>   | 1,120,206.15 |
| <b>Total Budget:</b>                           | 1,122,582.00 |
| <b>Variance (Budget minus E\$AC):</b>          | 2,375.85     |
| <b>Reason For Variance:</b>                    | reduced hpi  |

**Projections**  
**Jun 07, 2021**

|   |             |
|---|-------------|
| <b>Dollars Projected For Month:</b>       | 93,109.63   |
| <b>Actual Dollars Used:</b>               | 85,948.45   |
| <b>Variance (Projected minus Actual):</b> | 7,161.18    |
| <b>Reason For Variance:</b>               | reduced hpi |

| Measures                     |     | Units Complete | RR | HPI  |
|------------------------------|-----|----------------|----|------|
| <b>Current Goal:</b>         | 600 |                |    | 3.0  |
| <b>Goal at Completion:</b>   | 600 |                |    | 3.0  |
| <b>Current actual:</b>       | 606 |                |    | 3.13 |
| <b>Estimate at Complete:</b> | 606 |                |    | 3.13 |
| <b>Variance:</b>             | 6   |                |    | .13  |

**Other Measures**

|  |  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
|--|--|--------------|----------------------------|---|--|-----------------------|---------------------|--------------------------------------|---------------------------------------|-------------------|-----------------------------------|---------------------------------|-----------------------------|---------------------------|
| <b>Project Name</b>                    | (STARRS-LS Waves 3 & 4) Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study   |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Project Mode</b>                    | Primary: Web    Secondary: Telephone    Total of Modes: 2  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Project Type</b>                    | Sponsored Projects   |              | <b>Project Status</b>      | Current   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Budget</b>                          | <b>Direct Budget:</b>  | 8,196,521.00 | <b>Indirect Budget:</b>    | 4,590,892.00 <b>Total Budget:</b> 12,787,413.00 |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Principal Investigator/Client</b>   | James Wagner (University of Michigan)<br>Robert Ursano (Uniformed Services University of the Health Scienc)<br>Murray Stein (University of California San Diego)   |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Funding Agency</b>                  | Department of Defense  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>IRB</b>                             | <b>HUM#:</b>   | HUM00180765  | <b>Period Of Approval:</b> | 6/3/2020 - 6/2/2021                             |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Project Team</b>                    | <b>Project Lead:</b> Meredith A House<br><b>Budget Analyst:</b> William Lokers<br><b>Production Manager:</b> Ruth B Philippou<br><b>Senior Project Advisor:</b> Lisa S Holland<br><b>Production Manager:</b> Juan Carlos Donoso<br><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). Army STARRS is a multi-component epidemiological and neurological study designed to generate actionable evidence-based recommendations to reduce US Army suicides and increase basic knowledge about the determinants of suicidality. The goals of STARRS Longitudinal Study (STARRS-LS) are to enhance DoD/Army actionable findings, maintain productivity of the Army STARRS data and systems established, and enable science-based answers to questions related to health, resilience, and manpower management for the Army of 2025.</p> <p>For STARRS-LS, we have attempted to reinterview respondents from the All Army Study (AAS), New Soldier Study (NSS), and Pre-Post Deployment Study (PPDS) samples using a web-phone multimode study. We started with a group of approximately 73,000 eligible persons who had been interviewed in one of those three surveys and gave consent to link administrative data to their survey data.</p> <p>To date, we have completed 2 waves of STARRS-LS interviewing. During Wave 1, we attempted to contact 50,000 individuals and completed approximately 14,500 full interviews. All Wave 1 participants that completed a full Wave 1 interview were asked to participate in Wave 2. Waves 3 and 4, which are covered in this application, will include the full STARRS-LS Wave 2 sample, regardless of whether they completed the interview.</p> <p>In addition to reinterviewing the AAS, NSS and PPDS samples; STARRS-LS will continue to maintain and support the Army STARRS Research Data Enclave, allowing members of the research team and collaborators to analyze primary Army STARRS data as well as coded historical administrative data received from the Army and DoD. Additionally, STARRS-LS will continue to receive administrative data updates and link coded administrative data to survey data (from the original Army STARRS data collection as well as STARRS-LS surveys).</p> |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SRO Project Period</b>              | 05/2020 - 04/2025  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Data Col Period</b>                 | 11/2020 - 10/2024  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <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> 04/01/2020</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> 07/23/2020</td> </tr> <tr> <td style="padding: 5px;"><b>Staffing Completed:</b> 10/01/2020</td> <td style="padding: 5px;"><b>GIT Start:</b></td> </tr> <tr> <td style="padding: 5px;"><b>SS Train Start:</b> 11/18/2020</td> <td style="padding: 5px;"><b>SS Train End:</b> 11/24/2020</td> </tr> <tr> <td style="padding: 5px;"><b>DC Start:</b> 11/09/2020</td> <td style="padding: 5px;"><b>DC End:</b> 11/03/2022</td> </tr> </table>   |              |                            |   | <b>PreProduction Start:</b> 04/01/2020 | <b>Pretest Start:</b> | <b>Pretest End:</b> | <b>Recruitment Start:</b> 07/23/2020 | <b>Staffing Completed:</b> 10/01/2020 | <b>GIT Start:</b> | <b>SS Train Start:</b> 11/18/2020 | <b>SS Train End:</b> 11/24/2020 | <b>DC Start:</b> 11/09/2020 | <b>DC End:</b> 11/03/2022 |
| <b>PreProduction Start:</b> 04/01/2020 | <b>Pretest Start:</b>  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Pretest End:</b>                    | <b>Recruitment Start:</b> 07/23/2020   |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Staffing Completed:</b> 10/01/2020  | <b>GIT Start:</b>  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>SS Train Start:</b> 11/18/2020      | <b>SS Train End:</b> 11/24/2020  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>DC Start:</b> 11/09/2020            | <b>DC End:</b> 11/03/2022  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |
| <b>Other Project Team Members:</b>     | Heather Schroeder, Paul Burton, Ryan Yoder, Leah Roberts, Keith Liebetreu, Becky Loomis, Cheng Zhou, Andrew Piskorowski, Lamont Manley, Lisa Van Havermaet, Stephanie Windisch, Youhong Liu, Peter Sparks, Pam Swanson, Genise Pattulo, Andrew Hupp, Jim Rodgers, Kyle Goodwin, Marcus Blough, Nick Hinkle-DeGroot, Aimee Miller, Maureen O'Brien  |              |                            |   |  |                       |                     |                                      |                                       |                   |                                   |                                 |                             |                           |

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Other Project Names:</b> | STARRS-LS Continuation            |
| <b>Sample Mgmt Sys</b>      | MSMS                              |
| <b>Data Col Tool</b>        | Blaise 5                          |
| <b>Hardware</b>             | Laptop; Desktop; [UM cell] Phone  |
| <b>DE Software</b>          | N/A                               |
| <b>QC Recording Tool</b>    | Other (Blaise CARI)               |
| <b>Incentive</b>            | Yes, R                            |
| <b>Administration</b>       | SRO Group                         |
| <b>Payment Type</b>         | Check, post (\$50-\$100)          |
| <b>Payment Method</b>       | Check through other system (MSMS) |

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|                      |                                   |                      |              |
|----------------------|-----------------------------------|----------------------|--------------|
| <b>Report Period</b> | May, 2021 (STARRS-LS Waves 3 & 4) | <b>Project Phase</b> | Implementing |
|----------------------|-----------------------------------|----------------------|--------------|

|                   |                 |
|-------------------|-----------------|
| <b>Risk Level</b> | <i>On Track</i> |
|-------------------|-----------------|

|                       |  |
|-----------------------|--|
| <b>Monthly Update</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> We have released five replicates (5,174 sample lines) and completed 3,057 interviews as of May 27.</li> <li><input type="checkbox"/> The annual report for Year 1 STARRS-LS Waves 3-4 was sent to USUHS.</li> <li><input type="checkbox"/> We continued bi-weekly meetings with the ODUSA to coordinate Safety Plan and respondent locating activities.</li> <li><input type="checkbox"/> We coordinated with USUHS and HJF to finalize a plan for the Year 1 to Year 2 award transition.</li> <li><input type="checkbox"/> Work continued on an analysis of the areas in our budget where spending is more than anticipated. When completed, the information will be shared with the PIs.</li> <li><input type="checkbox"/> We finished changes to our reporting system that will allow us to provide additional information in the GSC meeting slides as requested by the GSC for the next (June) quarterly meeting.</li> <li><input type="checkbox"/> We held discussions with the team about U-M's plan to move from using Box for file sharing to DropBox. We set up a meeting with USUHS and U-M IT to discuss any issues and to plan next steps.</li> <li><input type="checkbox"/> IRB: <ul style="list-style-type: none"> <li><input type="checkbox"/> We received USUHS IRB concurrence for an amendment (#6) for appointment reminder texts, and minor questionnaire wording changes.</li> <li><input type="checkbox"/> The Wave 3 ORIO (#1) to record a respondent complaint was acknowledged by U-M and sent to USUHS.</li> <li><input type="checkbox"/> Wave 3 ORIO (#2) for a Chaplain follow-up protocol deviation was submitted to U-M.</li> <li><input type="checkbox"/> The continuing review for the STARRS-LS Continuation protocol was submitted to the U-M IRB. It was approved and sent to USUHS.</li> </ul> </li> <li><input type="checkbox"/> The Enclave team installed multiple new Python packages in the Linux environment.</li> <li><input type="checkbox"/> The NDI data were decrypted and file contents reviewed and confirmed.</li> <li><input type="checkbox"/> We delivered the geocoded data file and documentation to Harvard on May 13.</li> <li><input type="checkbox"/> We continued work on biomarker group requests for assistance.</li> <li><input type="checkbox"/> Meredith worked with Paul on a memo to the PIs describing the proposal for adding biomarker flags and RUIDs to the information available at ICPSR. All PIs approved.</li> <li><input type="checkbox"/> ICPSR completed the work to reduce the security level of the ICPSR public data.</li> </ul> |
|-----------------------|--|

**Special Issues**

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

- Year 2 funding: Because the final Year 2 award has not yet been issued, this remains an area of risk. However, we made good progress on this matter in May, working with USUHS and HJF to put measures in place that will allow us to continue working after the Year 1 funds expire at the end of April. These measures include a no cost extension through the end of June and obtaining a Letter of Intent to fund so that we can start the process of establishing hardship accounts. These measures should allow us to continue working for a few months, but the University may place limits on how far we can go without an award.
- We have updated our costs based on our Wave 3 experience so far. To date, our projected costs for Waves 3 and 4 are higher than anticipated (see Table 4). Some areas for the increased cost estimates are a longer survey instrument time for CATI, and increased hours for programming instrument changes. Note that the higher costs have not allowed us to readily absorb changes, like unanticipated increases in rates and fees. We are monitoring the situation closely and have continued work on an analysis of the areas in our budget where we are projecting a deficit. When completed, this information will be shared with the PIs.
- Wave 3 Challenges
  - o Wave 3 consent review and approval process – these risks were described in a September 30, 2020 memo to the ODUSA.
  - The DHA Privacy Board has approved the DSA modification for the MHS HIPAA form; however, we will not receive any sort of VA prior approval. With the VA, we could be in a situation where we employ a VA HIPAA authorization forms that ends up not being acceptable to the VA when it comes time to request data for linkage. While unlikely, it's also possible the approved MHS HIPAA form might not be acceptable to the providers of those data.
  - Enclave Support
    - o We continue to monitor priorities for Enclave support. We balance the primary Enclave support work with a number of more complex biomarker data support requests, which are outside of the reduced Enclave team scope in the STARRS-LS contract. We prioritize the primary work above other requests in accordance with project goals and to remain within budget/scope. As a result, the biomarker data support requests can take longer to service. As long as requestors are ok with this arrangement, we can continue to manage the work and priorities in this fashion.
    - Scope additions
      - o There are a few cost estimates for new scope that have yet to be made (Table 5 above). As decisions are made, we will work with the research team to schedule and implement this work.
      - o We have received some information on additional public use data releases, including release to the NIH National Data Archive. Several unknowns need to be clarified before we can finalize our scope and cost estimates and determine what staffing will be needed for this work.

**Cost**  
**Apr 30, 2021**

**Total Cost to Date (Direct + Indirect):** 2,170,414.26  
**Estimated Cost at Completion (E\$AC):** 13,259,208.77  
**Total Budget:** 12,787,413.00  
**Variance (Budget minus E\$AC):** -449,818.77  
**Reason For Variance:**

Despite actuals being very close to projected costs this month, the overall overrun initially increased to \$481,012 (from March final of \$448,706). The roughly \$30,000 increase was due to more fringe rate recalculations. After entering the May projections updates, the overall overrun decreased from \$481,012 to \$449,819, leaving us where we were at the end of last month. Adjustments included re-working the IWER and TL projections using production data to date (this was an overall increase in costs). To offset the this increase and the increase due to the fringes, we removed some cushion on the R payments line and on an unnamed staff line.

**Projections**  
**Apr 30, 2021**

**Dollars Projected For Month:** 271,980.63  
**Actual Dollars Used:** 273,731.19  
**Variance (Projected minus Actual):** -1,750.56  
**Reason For Variance:** Actual costs were higher by only \$1,751 this month.

**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>   | (VCT) Video Communication Technologies in Survey Data Collection   |                      |                            |  |   |  |
| <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)<br>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; padding: 5px;"> <b>PreProduction Start:</b><br/> <b>Pretest End:</b><br/> <b>Staffing Completed:</b><br/> <b>SS Train Start:</b><br/> <b>DC Start:</b> 10/29/2019 </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Pretest Start:</b><br/> <b>Recruitment Start:</b><br/> <b>GIT Start:</b><br/> <b>SS Train End:</b><br/> <b>DC End:</b> 04/01/2020 </td> </tr> </table>  |                      |                            |  | <b>PreProduction Start:</b><br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> 10/29/2019 | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b> 04/01/2020 |
| <b>PreProduction Start:</b><br><b>Pretest End:</b><br><b>Staffing Completed:</b><br><b>SS Train Start:</b><br><b>DC Start:</b> 10/29/2019 | <b>Pretest Start:</b><br><b>Recruitment Start:</b><br><b>GIT Start:</b><br><b>SS Train End:</b><br><b>DC End:</b> 04/01/2020   |                      |                            |  |   |  |

|                          |  |
|--------------------------|--|
| <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</b>     |  |
| <b>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))    |

|                       |  |                      |         |
|-----------------------|--|----------------------|---------|
| <b>Report Period</b>  | May, 2021 (VCT)  | <b>Project Phase</b> | Closing |
| <b>Risk Level</b>     | <i>On Track</i>  |                      |         |
| <b>Monthly Update</b> | <p>The team continues to meet regularly to discuss analyses Kallan is doing.</p> <p>The first findings paper from the study has been submitted to POQ.</p> <p>The interviewer effects paper submitted to JSSAM has been reviewed. The team is working on revisions based on reviewer comments. The survey data sets will be made publicly available via openICPSR. This group has experience with this on a previous study. Work on the repositories begun in May. The repositories will not be completed until the time closer to publication (when the DOI is needed).</p> <p>Kallan and Ai Rene presented study findings in a session Andrew coordinated at AAPOR related to video interviewing. Study team members were also co-authors of a paper presented by the New School in that same session. Four talks are in the process of being prepared ESRA that occurs every Friday in July.</p> <p>Andrew and Kallan are working on a paper on respondent burden that will use some data from the video project.</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>The papers we were invited to submit for ESRA have been accepted (in two different panels) on video interviewing for social surveys, and another session on new communication channels in web-based surveys. Andrew and Kallan are co/authors on all of the submissions. Andrew will be given Kallan's (live) presentation at ESRA as she is out of the office that Friday.</p> <p>--A paper on recruitment and participation (panel session).</p> <p>--A paper on data quality in live video interviews (panel session).</p> <p>--A paper on willingness and discomfort answering sensitive questions in live video survey interviews (panel session).</p> <p>--A paper on precoded video interviews (closed session)</p> <p>Laura will need to do a final MSMS data set in the future. Andrew and Kallan will finalize the remaining lines in June.</p> |                      |         |
| <b>Special Issues</b> |  |                      |         |
| <b>Cost</b>           | <p><b>Total Cost to Date (Direct + Indirect):</b> 359,857.71</p> <p><b>Estimated Cost at Completion (E\$AC):</b> 375,316.46</p> <p><b>Total Budget:</b> 377,455.00</p> <p><b>Variance (Budget minus E\$AC):</b> 1,685.54</p>   |                      |         |

**Reason For Variance:** VM costs are on target. The current cost projections for the MiCDA Analysis account are below.

The cost information for the MiCDA analysis funds are:  
 Total Budget: \$30,089.00  
 Total Cost to Date: \$26,516.51  
 Estimated cost at completion: \$29,901.64  
 Variance: \$187.36

The cost information for the MiCDA supplement funds are:  
 Total Budget: \$54,207  
 Total Cost to Date: \$54,118.00  
 Estimated cost at completion: \$54,118.00  
 Variance: \$89.00

**Projections**

**Dollars Projected For Month:** 0.00  
**Actual Dollars Used:** -772.78  
**Variance (Projected minus Actual):** -772.78  
**Reason For Variance:** Kallan mistakenly charged the NSF account in April. She moved her time to the MiCDA account. The time projected for Kelly will be moved forward.

**Measures**

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

**Other Measures**

|                                      |   |                       |                         |           |
|--------------------------------------|---|-----------------------|-------------------------|-----------|
| <b>Project Name</b>                  | (WMH-Qatar) Qatar World Mental Health Survey                                      |                       |                         |           |
| <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)<br>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** May, 2021 (WMH-Qatar) **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** The SRC team is assisting the SESRI QC team to identify and investigate cases with high multiple field visits and interviewers with low prevalence rates. The SRC team also reviewed the code for the prevalence flag to confirm it was working correctly and advised SESRI on follow up steps for problematic interviews and interviewers.

**Special Issues** None



**Cost**  
**Jun 14, 2021**

**Total Cost to Date (Direct + Indirect):** 66,025.56  
**Estimated Cost at Completion (E\$AC):** 71,378.56  
**Total Budget:** 74,928.00  
**Variance (Budget minus E\$AC):** 3,549.44  
**Reason For Variance:** Project team will be re-allocating some of the hours to be consumed during the remaining term of the contract. Saving dollars for production.

**Projections**  
**Jun 14, 2021**

**Dollars Projected For Month:** 563.33  
**Actual Dollars Used:** 3,752.90  
**Variance (Projected minus Actual):** -3,189.57  
**Reason For Variance:** meetings were canceled by customer as they are working through their system and production.

**Measures**

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

**Other Measures**

# ***Survey Research Operations***

## ***Monthly Project Report***

***Development Initiative and No Data Collection Projects***

***May 2021***



## Developmental Initiatives

*(Day in the Life Videos ) TSME21-Day in the Life Videos (425201)*  
*(TSME21- Illume Upgrade (424466)) TSME21- Illume Upgrade (424466)*  
*(TSME21-Blaise 5 Testing (423562)) TSME21-Blaise 5 Testing (423562)*  
*(TSME21-ColdFusion Server Upgrade (425197)) TSME21-ColdFusion Server Upgrade (425197)*  
*(TSME21-DCO Tech System Support) TSME21-DCO Tech System Support (483248)*  
*(TSME21-QC-Systems (483249)) TSME21-QC-Systems (483249)*  
*(TSME21-RCLS (425196) ) TSME21-RCLS*  
*(TSME21-Replayer (425267)) TSME21-Replayer*  
*(TSME21-SelfSchedUI (483424)) Self-Scheduling Interface for MSMS*  
*(TSME21-ST international (483227)) TSME21 - ST international*

**NonArchived Development Initiative and No-DataCol Projects**

| Project  | Type        | Status  | Project Lead          | Jan | Feb | Mar | Apr | May |
|--|-------------|---------|-----------------------|-----|-----|-----|-----|-----|
| <i>Day in the Life Videos</i>                    | Initiatives | Current | Vivienne Y Outlaw     | ●   | ●   | ●   | ●   | ●   |
| <i>TSME R-PAY SYSTEM RE-WRITE(483257)</i>        | Initiatives | Current | Jeffrey L Smith       | □   | ●   | □   | ●   | □   |
| <i>TSME SRO SYS MAINTENANCE-GENERAL (483910)</i> | Initiatives | Current | Jeffrey L Smith       | ●   | ●   | □   | ●   | □   |
| <i>TSME21- Illume Upgrade (424466)</i>           | Initiatives | Current | Hueichun Peng         | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-Blaise 5 Testing (423562)</i>          | Initiatives | Current | Gina-Qian Yang Cheung | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-ColdFusion Server Upgrade (425197)</i> | Initiatives | Current | Hueichun Peng         | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-DCO Tech System Support</i>            | Initiatives | Current | Vivienne Y Outlaw     | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-QC-Systems (483249)</i>                | Initiatives | Current | Sarah Elisa Broumand  | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-RCLS (425196)</i>                      | Initiatives | Current | Jim Rodgers           | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-Replayer (425267)</i>                  | Initiatives | Current | Jennifer C Arrieta    | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-SelfSchedUI (483424)</i>               | Initiatives | Current | Andrew L Hupp         | ●   | ●   | ●   | ●   | ●   |
| <i>TSME21-ST International (483227)</i>          | Initiatives | Current | Gina-Qian Yang Cheung | ●   | ●   | ●   | ●   | ●   |

**Project Name** (Day in the Life Videos ) TSME21-Day in the Life Videos (425201)

**Project Mode** Primary: Not Available

**Project Type** Developmental Initiatives **Project Status** Current

**Budget** *Direct Budget:* 0.00 *Indirect Budget:* 0.00 *Total Budget:* 0.00

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team** *Project Lead:* Vivienne Y Outlaw

*Budget Analyst:* Carl S Remmert

*Production Manager:*

*Senior Project Advisor:*

*Production Manager:*

*Production Manager:*

**Proposal #:** no data

**Description:** Funding to be used to update the Day in the Life videos for both the field and SSL.

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:** Russ Stark  
Barb Homburg

**Other Project Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

**Report Period** May, 2021 (Day in the Life Videos ) **Project Phase** Initiation

**Risk Level** Some Concerns

**Monthly Update** It was decided in April that monies for this project will be moved to the SSL stay interview project as the pandemic made finishing the day in the life videos impossible. Work will begin in June 2021.

**Special Issues**

**Cost** *Total Cost to Date (Direct + Indirect):* 0.00

**Jun 07, 2021** *Estimated Cost at Completion (E\$AC):* 0.00

*Total Budget:* 0.00

*Variance (Budget minus E\$AC):* 0.00

*Reason For Variance:* work was stalled due to the pandemic

**Projections**  
**Jun 07, 2021**

*Dollars Projected For Month:* 0.00  
*Actual Dollars Used:* 0.00  
*Variance (Projected minus Actual):* 0.00  
*Reason For Variance:* work was stalled due to the pandemic

**Measures**

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

**Other Measures**

**Project Name** (TSME21- Illume Upgrade (424466)) TSME21- Illume Upgrade (424466)

**Project Mode** Primary: Not Available

**Project Type** Developmental Initiatives **Project Status** Current

**Budget** *Direct Budget:* 10,000.00 *Indirect Budget:* 0.00 *Total Budget:* 10,000.00

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team** *Project Lead:* Hueichun Peng  
*Budget Analyst:* Carl S Remmert  
*Production Manager:*  
*Senior Project Advisor:* Meredith A House  
*Production Manager:*  
*Production Manager:*

**Proposal #:** no data

**Description:** This is the plan to create a 2nd environment for Illume.Next version for Illume version upgrade

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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>            | <i>DC End:</i>            |

**Other Project**

**Team Members:**

**Other Project**

**Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

**Report Period** May, 2021 (TSME21- Illume Upgrade (424466)) **Project Phase** Initiation

**Risk Level** On Track

**Monthly Update** Due to resource conflict, minimum testing is involved. We expect this testing will continue into next fiscal year.

**Special Issues**

**Cost** *Total Cost to Date (Direct + Indirect):* 1,863.50

**Jun 14, 2021** *Estimated Cost at Completion (E\$AC):* 4,466.93

*Total Budget:* 10,000.00

*Variance (Budget minus E\$AC):* 5,533.07

*Reason For Variance:* See Updates.

**Projections**  
**Jun 14, 2021**

*Dollars Projected For Month:* 1,819.31  
*Actual Dollars Used:* 0.00  
*Variance (Projected minus Actual):* 1,819.31  
*Reason For Variance:* See Updates.

**Measures**

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

**Other Measures**



|                                      |   |                              |                           |
|--------------------------------------|---|------------------------------|---------------------------|
| <b>Project Name</b>                  | (TSME21-Blaise 5 Testing (423562)) TSME21-Blaise 5 Testing (423562)   |                              |                           |
| <b>Project Mode</b>                  | Primary: Not Available  |                              |                           |
| <b>Project Type</b>                  | Developmental Initiatives   | <b>Project Status</b>        | Current                   |
| <b>Budget</b>                        | <b>Direct Budget:</b> 0.00  | <b>Indirect Budget:</b> 0.00 | <b>Total Budget:</b> 0.00 |
| <b>Principal Investigator/Client</b> |   |                              |                           |
| <b>Funding Agency</b>                |   |                              |                           |
| <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>  | Janelle P Cramer             |                           |
|                                      | <b>Production Manager:</b>  |                              |                           |
|                                      | <b>Senior Project Advisor:</b>  |                              |                           |
|                                      | <b>Production Manager:</b>  |                              |                           |
|                                      | <b>Production Manager:</b>  |                              |                           |
| <b>Proposal #:</b>                   | no data   |                              |                           |
| <b>Description:</b>                  | This project has been moved from the MSMS budget to TSME this FY. The budget is for mainly Blaise new features testing. |                              |                           |

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:**

**Other Project**

**Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

|                      |  |                      |              |
|----------------------|--|----------------------|--------------|
| <b>Report Period</b> | May, 2021 (TSME21-Blaise 5 Testing (423562)) | <b>Project Phase</b> | Implementing |
|----------------------|--|----------------------|--------------|

**Risk Level** On Track

**Monthly Update** start to test Blaise 5.9 version features

**Special Issues**

**Cost**

**Jun 07, 2021** **Total Cost to Date (Direct + Indirect):** 0.00

**Estimated Cost at Completion (E\$AC):** 0.00

**Total Budget:** 0.00

**Variance (Budget minus E\$AC):** 0.00

**Reason For Variance:** No issue

**Projections**  
**Jun 07, 2021**

*Dollars Projected For Month:* 0.00  
*Actual Dollars Used:* 0.00  
*Variance (Projected minus Actual):* 0.00  
*Reason For Variance:* No issue

**Measures**

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

**Other Measures**

**Project Name** (TSME21-ColdFusion Server Upgrade (425197)) TSME21-ColdFusion Server Upgrade (425197)

**Project Mode** Primary: Not Available

**Project Type** Developmental Initiatives **Project Status** Current

**Budget** *Direct Budget:* 10,000.00 *Indirect Budget:* 0.00 *Total Budget:* 10,000.00

**Principal Investigator/Client**

**Funding Agency**

**IRB**

**HUM#:**

**Period Of Approval:**

**Project Team**

**Project Lead:**

Hueichun Peng

**Budget Analyst:**

Carl S Remmert

**Production Manager:**

HollyJoyce Stewart Ackerman

**Senior Project Advisor:**

Gregg Peterson

**Production Manager:**

**Production Manager:**

**Proposal #:** no data

**Description:** This initiative plans to upgrade the CF server for Web Logging and PIPPA.

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:**

**Other Project**

**Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

**Report Period** May, 2021 (TSME21-ColdFusion Serve **Project Phase** Initiation

**Risk Level** On Track

**Monthly Update** CMT has set up testing server for Holly and Ashwin to start the migration testing work.  
TSG has approved the purchase of 2 more licenses for new upgrade for the 2 CF servers in the SRO domain and International domain.  
Holly and Ashwin wish to start to work on CF Upgrade in the INTL domain to prepare for the production of Nepal Web in Aug.

**Special Issues**

**Cost**  
**Jun 14, 2021**

|  |              |
|--|--------------|
| <i>Total Cost to Date (Direct + Indirect):</i> | 4,285.86     |
| <i>Estimated Cost at Completion (E\$AC):</i>   | 5,664.49     |
| <i>Total Budget:</i>                           | 10,000.00    |
| <i>Variance (Budget minus E\$AC):</i>          | 4,335.51     |
| <i>Reason For Variance:</i>                    | see updates. |

**Projections**  
**Jun 14, 2021**

|   |              |
|---|--------------|
| <i>Dollars Projected For Month:</i>       | 1,876.83     |
| <i>Actual Dollars Used:</i>               | 2,082.04     |
| <i>Variance (Projected minus Actual):</i> | -205.21      |
| <i>Reason For Variance:</i>               | see updates. |

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

**Other Measures**

**Project Name** (TSME21-DCO Tech System Support) TSME21-DCO Tech System Support (483248)

**Project Mode** Primary: Not Available

**Project Type** Developmental Initiatives **Project Status** Current

**Budget** *Direct Budget:* 25,000.00 *Indirect Budget:* 0.00 *Total Budget:* 25,000.00

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team** *Project Lead:* Vivienne Y Outlaw

*Budget Analyst:* Carl S Remmert

*Production Manager:* Hueichun Peng

*Senior Project Advisor:* Gregg Peterson

*Production Manager:*

*Production Manager:*

**Proposal #:** no data

**Description:** This includes all the support and development work for a suite of tech systems DCO uses, including Fred, Recruitment Website, Iwer Web Site, etc.

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:**

**Other Project**

**Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

**Report Period** May, 2021 (TSME21-DCO Tech System **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update**

- Add 2 sets of new variables to the daily download: Display\_Name set and Legal\_Name sets. The goal is to use the Display\_Name to replace the NickName and Legal\_Name to replace the UM\_Name. Work in progress.
- Add new field Functional Coordinator to the Basic tab and standard reports.
- Update the 1-800 label to Toll-Free on all the related tabs.
- Change UMID as an optional output variable in Standard and Project report.
- Change Termination Reason to Removal Reason on Project assignment tab.
- Finalize the specs for electronic file upload.
- Plan for big updates in 2022 such as UserLogin upgrade.
- ITS informed us that Drupal website (for iwer website) has an urgent security patches, so we installed the updates to the Drupal environment.

**Special Issues**

|                             |  |   |
|-----------------------------|--|---|
| <b>Cost</b><br>Jun 14, 2021 | <i>Total Cost to Date (Direct + Indirect):</i> | 27,125.01   |
|                             | <i>Estimated Cost at Completion (E\$AC):</i>   | 32,178.91   |
|                             | <i>Total Budget:</i>                           | 25,000.00   |
|                             | <i>Variance (Budget minus E\$AC):</i>          | -7,178.91   |
|                             | <i>Reason For Variance:</i>                    | work on unforeseen items like SRO_ID related tasks. |

|                                    |   |          |
|------------------------------------|---|----------|
| <b>Projections</b><br>Jun 14, 2021 | <i>Dollars Projected For Month:</i>       | 4,181.07 |
|                                    | <i>Actual Dollars Used:</i>               | 4,477.45 |
|                                    | <i>Variance (Projected minus Actual):</i> | -296.38  |
|                                    | <i>Reason For Variance:</i>               | na       |

**Measures**

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

**Other Measures**

|                     |   |           |                         |           |
|---------------------|---|-----------|-------------------------|-----------|
| <b>Project Name</b> | (TSME21-QC-Systems (483249)) TSME21-QC-Systems (483249) |           |                         |           |
| <b>Project Mode</b> | Primary: Not Available                                  |           |                         |           |
| <b>Project Type</b> | Developmental Initiatives                               |           | <b>Project Status</b>   | Current   |
| <b>Budget</b>       | <b>Direct Budget:</b>                                   | 30,000.00 | <b>Indirect Budget:</b> | 0.00      |
|                     |   |           | <b>Total Budget:</b>    | 30,000.00 |

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team** **Project Lead:** Sarah Elisa Broumand  
**Budget Analyst:** Carl S Remmert  
**Production Manager:**  
**Senior Project Advisor:** Gina-Qian Yang Cheung  
**Production Manager:**  
**Production Manager:**

**Proposal #:** no data

**Description:** This is the QC Systems project that covers mostly QC tool development and support such as Olive.

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:**

**Other Project**

**Names:**

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

|                      |                                   |                      |              |
|----------------------|-----------------------------------|----------------------|--------------|
| <b>Report Period</b> | May, 2021 (TSME21-QC-Systems (483 | <b>Project Phase</b> | Implementing |
|----------------------|-----------------------------------|----------------------|--------------|

**Risk Level** On Track

**Monthly Update** The team completed page timeout issues and performed some bug fixes.

**Special Issues** none

**Cost** **Total Cost to Date (Direct + Indirect):** 25,310.93

**Jun 14, 2021** **Estimated Cost at Completion (E\$AC):** 29,093.49

**Total Budget:** 30,000.00

**Variance (Budget minus E\$AC):** 906.51

**Reason For Variance:** Worked on numerous changes to Olive, planning to rebalance hours.

**Projections**  
**Jun 14, 2021**

*Dollars Projected For Month:* 4,601.78  
*Actual Dollars Used:* 3,510.40  
*Variance (Projected minus Actual):* 1,091.38  
*Reason For Variance:* Team had to make up work that hadn't been performed.

**Measures**

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

**Other Measures**



|                     |                                     |           |                         |         |                                |
|---------------------|-------------------------------------|-----------|-------------------------|---------|--------------------------------|
| <b>Project Name</b> | (TSME21-RCLS (425196) ) TSME21-RCLS |           |                         |         |                                |
| <b>Project Mode</b> | Primary: Not Available              |           |                         |         |                                |
| <b>Project Type</b> | Developmental Initiatives           |           | <b>Project Status</b>   | Current |                                |
| <b>Budget</b>       | <b>Direct Budget:</b>               | 15,000.00 | <b>Indirect Budget:</b> | 0.00    | <b>Total Budget:</b> 15,000.00 |

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team**  
**Project Lead:** Jim Rodgers  
**Budget Analyst:** Carl S Remmert  
**Production Manager:**  
**Senior Project Advisor:**  
**Production Manager:**  
**Production Manager:**

**Proposal #:** no data

**Description:** This project will allow MSMS, Blaise SMS, and WebSMS to update RCLS as respondent contact information is updated in each SMS. This provides 800 line staff with current contact information in their use of RCLS as they look up and identify the correct respondent against which call records can be recorded.

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:**

**Other Project** Respondent Lookup

**Names:**

**Sample Mgmt Sys** SurveyTrak; SMS; Web SMS; MSMS

**Data Col Tool** NA

**Hardware** Other (MSMS and SuveyTrak servers)

**DE Software** NA

**QC Recording Tool** NA

**Incentive** Not used

**Administration** N/A

**Payment Type** N/A

**Payment Method** N/A

|                      |                                   |                      |              |
|----------------------|-----------------------------------|----------------------|--------------|
| <b>Report Period</b> | May, 2021 (TSME21-RCLS (425196) ) | <b>Project Phase</b> | Implementing |
|----------------------|-----------------------------------|----------------------|--------------|

**Risk Level** On Track

**Monthly Update** No new work this month.

**Special Issues**

|             |  |                        |
|-------------|--|------------------------|
| <b>Cost</b> | <b>Total Cost to Date (Direct + Indirect):</b> | 6,561.32               |
|             | <b>Estimated Cost at Completion (E\$AC):</b>   | 6,561.32               |
|             | <b>Total Budget:</b>                           | 15,000.00              |
|             | <b>Variance (Budget minus E\$AC):</b>          | 8,438.68               |
|             | <b>Reason For Variance:</b>                    | No new work this month |

Projections

*Dollars Projected For Month:* 369.99  
*Actual Dollars Used:* 0.00  
*Variance (Projected minus Actual):* 369.99  
*Reason For Variance:* No new work this month

Measures

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

Other Measures

|                                      |   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
|--------------------------------------|---|------------------------------|--------------------------------|-----------------------------|-----------------------|---------------------|---------------------------|----------------------------|-------------------|------------------------|----------------------|------------------|----------------|
| <b>Project Name</b>                  | (TSME21-Replayer (425267)) TSME21-Replayer  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Project Mode</b>                  | Primary: Not Available  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Project Type</b>                  | Developmental Initiatives   | <b>Project Status</b>        | Current                        |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Budget</b>                        | <b>Direct Budget:</b> 20,000.00   | <b>Indirect Budget:</b> 0.00 | <b>Total Budget:</b> 20,000.00 |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Principal Investigator/Client</b> |   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Funding Agency</b>                | SRC and HRS   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>IRB</b>                           | <b>HUM#:</b>  | <b>Period Of Approval:</b>   |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Project Team</b>                  | <b>Project Lead:</b>  | Jennifer C Arrieta           |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
|                                      | <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>  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Proposal #:</b>                   | no data   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Description:</b>                  | In collaboration with HRS, develop a utility:<br>-For production data review for Blaise 5 projects,<br>-That takes into account needs and design by multiple stakeholders,<br>-That is agnostic of sample management systems, and<br>-That has an underlying structure in place for future enhancements and continued Blaise 5 development.   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>SRO Project Period</b>            | 09/2019 - 06/2021   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Data Col Period</b>               |   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <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></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></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>   | Youhong Liu, Colette Keyser, Jason Ostergren  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Other Project Names:</b>          | Replaher  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Sample Mgmt Sys</b>               | NA  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Data Col Tool</b>                 | NA  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Hardware</b>                      | Desktop   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>DE Software</b>                   | N/A   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>QC Recording Tool</b>             | N/A   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Incentive</b>                     | Not used  |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Administration</b>                | N/A   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Payment Type</b>                  | N/A   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |
| <b>Payment Method</b>                | N/A   |                              |                                |                             |                       |                     |                           |                            |                   |                        |                      |                  |                |

|                       |   |                      |              |
|-----------------------|---|----------------------|--------------|
| <b>Report Period</b>  | May, 2021 (TSME21-Replayer (425267  | <b>Project Phase</b> | Implementing |
| <b>Risk Level</b>     | On Track  |                      |              |
| <b>Monthly Update</b> | During the month, the team focused on programming and testing bug fixes in the Replayer utility. In addition, the team continued programming, testing, and documenting the set-up and deployment of the utility as outlined in the Phase II proposal. Final work expected in June with project review schedule in July. |                      |              |
| <b>Special Issues</b> |   |                      |              |

**Cost**  
**Jun 14, 2021**

***Total Cost to Date (Direct + Indirect):*** 16,628.18  
***Estimated Cost at Completion (E\$AC):*** 16,628.18  
***Total Budget:*** 20,000.00  
***Variance (Budget minus E\$AC):*** 3,371.82  
***Reason For Variance:*** Programmer hours less than projected in May and June as the team finishes up Phase II programming work.

**Projections**  
**Jun 14, 2021**

***Dollars Projected For Month:*** 3,559.38  
***Actual Dollars Used:*** 1,338.11  
***Variance (Projected minus Actual):*** 2,221.27  
***Reason For Variance:*** Programmer hours less than projected in May as the team finishes up Phase II programming work.

**Measures**

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

**Other Measures**

**Project Name** (TSME21-SelfSchedUI (483424)) Self-Scheduling Interface for MSMS

**Project Mode** Primary: Not Available

**Project Type** Developmental Initiatives **Project Status** Current

**Budget** *Direct Budget:* 30,000.00 *Indirect Budget:* 0.00 *Total Budget:* 30,000.00

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team** *Project Lead:* Andrew L Hupp  
*Budget Analyst:* Megan Gomez-Mesquita  
*Production Manager:*  
*Senior Project Advisor:*  
*Production Manager:*  
*Production Manager:*

**Proposal #:** no data

**Description:** This technical initiative will create an outward (respondent) facing interface for participants to schedule an appointment in MSMS. Initially an interface with core functionality that all projects will benefit from will be built out. We will leverage existing work from the prior self-scheduling application (developed by PSID) to define a core set of functionality. An additional functionality list based on feedback about the existing scheduler, needs from other projects and organizational needs will be developed. We will work with the stakeholder group to prioritize that list and add the additional functionality as funding allows.

Work involves the development of the outward facing interface as well as related MSMS core work.

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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>            | <i>DC End:</i>            |

**Other Project**

**Team Members:** James Rodgers - Tech Lead  
Holly Ackerman - Developer (MSMS API and other appointment related work)  
Peter Sparks - Developer (R facing page)  
Dave Padot - Development consultation

Stakeholder team  
Kallan Larsen - Alternative scheduling representative  
Heather Schroeder - Stat Unit/Reporting representative  
Pooja Varma-Laughlin - SSL representative  
Gary Hein - HRS representative  
Maryam Buagelia - PSID representative  
Stacy Quisenberry - DCO/HRS/PSID representative

**Other Project**

**Names:**

**Sample Mgmt Sys** NA  
**Data Col Tool** NA  
**Hardware** NA  
**DE Software** NA  
**QC Recording Tool** NA  
**Incentive** NA  
**Administration** NA  
**Payment Type** NA  
**Payment Method** NA

**Report Period** May, 2021 (TSME21-SelfSchedUI (483- **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** Time in May was devoted to cleaning up the bugs from testing the initial version of the Spanish self-scheduler for PSID. A low level of effort is needed from Peter and Andrew in June to wrap up the Spanish version. We have projected a slight overrun to finish up the Spanish work (Gregg is aware).

Andrew worked with Megan to provide an estimate (~\$10,000) for FY 2022 to develop the inclusion/exclusion parameters (e.g., when/how many appointment slots are available)

Most of the development work is on the MSMS side (not this proposed budget). There is some time devoted to Peter to implement on the Blaise side and for Andrew to test.

**Special Issues**

**Cost**

|  |                               |
|--|-------------------------------|
| <i>Total Cost to Date (Direct + Indirect):</i> | 30,109.80                     |
| <i>Estimated Cost at Completion (E\$AC):</i>   | 32,021.44                     |
| <i>Total Budget:</i>                           | 30,000.00                     |
| <i>Variance (Budget minus E\$AC):</i>          | -2,021.44                     |
| <i>Reason For Variance:</i>                    | Spanish work and fixing bugs. |

**Projections**

|   |   |
|---|---|
| <i>Dollars Projected For Month:</i>       | 2,183.75  |
| <i>Actual Dollars Used:</i>               | 748.11  |
| <i>Variance (Projected minus Actual):</i> | 1,435.64  |
| <i>Reason For Variance:</i>               | Spent less than estimated due to delay in being able to test fixes. |

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

**Other Measures**

|                     |  |                              |                                |
|---------------------|--|------------------------------|--------------------------------|
| <b>Project Name</b> | (TSME21-ST international (483227)) TSME21 - ST international |                              |                                |
| <b>Project Mode</b> | Primary: Not Available                                       |                              |                                |
| <b>Project Type</b> | Developmental Initiatives                                    | <b>Project Status</b>        | Current                        |
| <b>Budget</b>       | <b>Direct Budget:</b> 0.00                                   | <b>Indirect Budget:</b> 0.00 | <b>Total Budget:</b> 40,000.00 |

**Principal Investigator/Client**

**Funding Agency**

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

**Project Team** **Project Lead:** Gina-Qian Yang Cheung

**Budget Analyst:** Janelle P Cramer

**Production Manager:**

**Senior Project Advisor:**

**Production Manager:**

**Production Manager:**

**Proposal #:** no data

**Description:** The ongoing development project, maintain the SRO international domain system infrastructure and support new feature development

**SRO Project Period** 07/2020 - 06/2021

**Data Col Period**

**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:** LihShwu, Genise, Sarah, Cheng, Marsha, Pam, and Gina

**Other Project Names:** TSME21 - ST international

**Sample Mgmt Sys** NA

**Data Col Tool** NA

**Hardware** NA

**DE Software** NA

**QC Recording Tool** NA

**Incentive** NA

**Administration** NA

**Payment Type** NA

**Payment Method** NA

**Report Period** May, 2021 (TSME21-ST international ( **Project Phase** Implementing

**Risk Level** On Track

**Monthly Update** minors updates with ST international and FUM

**Special Issues**

**Cost** **Total Cost to Date (Direct + Indirect):** 25,211.92

**Jun 07, 2021** **Estimated Cost at Completion (E\$AC):** 37,434.01

**Total Budget:** 40,000.00

**Variance (Budget minus E\$AC):** 2,565.99

**Reason For Variance:** no issues

Projections  
Jun 07, 2021

*Dollars Projected For Month:* 3,461.05  
*Actual Dollars Used:* 2,119.75  
*Variance (Projected minus Actual):* 1,341.30  
*Reason For Variance:* no issue

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