Survey Research Operations

Monthly Project Report

Sponsored Data Collection Projects and Development Initiative

January 2025

Sponsored Data Collection Projects and Development Initiative Projects

(ANES 2024) American National Election Studies - 2024
(BFY) Baby's First Years
(BHM Library Project) Developing a Model of Black History Month Programming in Public Libraries
(CARE Military) Concussion Assessment, Research and Education (CARE) Consortium 2022 - Military
(CARE SALTOS MTEC) Concussion Assessment, Research and Education (CARE) Consortium 2022
(CCS) Community College Survey
(CVFS-SCAN) Chitwan Valley Family Study - Study on Cognition and Aging in Nepal
(Health and Well Being in SE MI) Detroit Aging and Memory Project (formerly Health and Wellbeing in Southeast Michigan)
(Healthy Brain Project) Healthy Brain Project
(Hospitals Sharing Data) Hospitals Sharing Patient Data
(HRS 2022 Panel & Baselines) Health and Retirement Study 2022 Main Interviews
(HRS 2024) Health and Retirement Study 2024
(HRS2022-Screening) HRS 2022 - Screening
(LHMS 2023 Fall) Life History Mail Study Fall 2023
(LHMS 2023 Spring) Life History Mail Study Spring 2023
(MI CReSS (Year 3 & 4 & 5)) Michigan COVID-19 Recovery Surveillance Cohort Study
(MI CReSS CS) Michigan COVID-19 Recovery Surveillance Study Community Survey
(MTF Base Year 2022_27) Monitoring the Future Base Year 2022-2027
(MTF Early Panel Pilot) Monitoring the Future: A Cohort-Sequential Panel Study of Drug Use, Ages 19-65 - Administrative Supplement #1 (8/10th Grade Panel)
(MTF Innovation Panel) Monitoring the Future: Young Adult Innovation Panel 2024
(MTF Panel 2022-27) Monitoring the Future Panel 2022-2027
(NDWS) National Dementia Workforce Study
(PR-PSID) Puerto Rico Panel Study of Income Dynamics
(PSID 2025 OCU) PSID 2025 Online Contact Update
(PSID CDS23 Phase 2) PSID Childhood Development Supplement 2023 Phase 2
(PSID23) Panel Study of Income Dynamics Core 2023
(PSID25) Panel Study of Income Dynamics Core 2025
(SAND COVID Follow-Up) Study of Adolescent to Adult Neural Development (SAND) COVID-19 Follow-up Study
(SCA Web 2025) SCA Web 2025
(SCIP 2024) Sustainability Cultural Indicators Project
(SRS 2021) Social Relations 2023
(STARRS-LS Waves 3, 4, 5 (Yr1)) Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study
(TSME25 Blaise 5 (423562)) TSME25 Blaise 5 version and system testing (423562)
(TSME25 DCO Systems Support (483248)) TSME25 DCO Systems Support (483248)
(TSME25 MSMS Line Generator (483227)) TSME25 MSMS Line Generator (483227)
(TSME25 MSMS Performance (425267)) TSME25 Mixed-mode systems dev support - Reliability & Performance (425267)
(TSME25 ODS Data Dictionary (425198)) TSME25 ODS Data Dictionary (425198)
(TSME25 QC Systems (483249)) TSME25 QC Systems (483249)
(TSME25 System Maintenance - General (483910)) TSME25 System Maintenance - General (483910)
(TSME25 Team Dynamix (425197)) TSME25 Team Dynamix (425197)
(TSME25 Translation Tool (483424)) TSME25 Translation Tool (483424)
(TSME25 UI Test and Splunk (423463)) TSME25 Automated UI Testing & Splunk Implementation (423463)

Sponsored Projects Dashboard

NonArchived Sponsored Projects

Project	Type	Phase	Project Lead	Jan
ANES 2024	Sponsored	Implementing	Andrew L Hupp	🟡
BFY	Sponsored	Implementing	Piotr Dworak	🟢
BHM Library Project	Sponsored	Implementing	Karin Schneider	🟡
CARE Military	Sponsored	Implementing	Donnalee Ann Grey-Farquharson	🟢
CARE SALTOS MTEC	Sponsored	Implementing	Donnalee Ann Grey-Farquharson	🟢
CCS	Sponsored	Closing	Jeffrey Albrecht Jr	🟢
CVFS-SCAN	Sponsored	Implementing	Maureen Joan O'Brien	🟢
Health and Well Being in SE MI	Sponsored	Implementing	Barbara Lohr Ward	🟢
Healthy Brain Project	Sponsored	Implementing	Barbara Lohr Ward	🟢
Hospitals Sharing Data	Sponsored	Planning	Erin McSpadden	🟢
HRS 2022 Panel & Baselines	Sponsored	Implementing	Evanthia Leissou	🟡
HRS 2024	Sponsored	Implementing	Evanthia Leissou	🟡
HRS2022-Screening	Sponsored	Implementing	Evanthia Leissou	🟡
LHMS 2023 Fall	Sponsored	Implementing	Gary Hein	🟢
LHMS 2023 Spring	Sponsored	Implementing	Gary Hein	🟢
MI CReSS (Year 3 & 4 & 5)	Sponsored	Closing	Timothy Prand	🟢
MI CReSS CS	Sponsored	Implementing	Timothy Prand	🟡
MTF Base Year 2022_27	Sponsored	Implementing	Rebecca Gatward	🟢
MTF Early Panel Pilot	Sponsored	Implementing	Donnalee Ann Grey-Farquharson	🟢
MTF Innovation Panel	Sponsored	Implementing	Donnalee Ann Grey-Farquharson	🟢
MTF Panel 2022-27	Sponsored	Implementing	Donnalee Ann Grey-Farquharson	🟢
NDWS	Sponsored	Implementing	Piotr Dworak	🟢
PR-PSID	Sponsored	Implementing	Camila Kendall	🟡
PSID 2025 OCU	Sponsored	Implementing	Camila Kendall	🟢
PSID CDS23 Phase 2	Sponsored	Initiation	Camila Kendall	🟢
PSID23	Sponsored	Closing	Rachel Anne Orlowski	🟢
PSID25	Sponsored	Implementing	Rachel Anne Orlowski	🟢
SAND COVID Follow-Up	Sponsored	Implementing	Elizabeth Ohryn	🟢
SCA Web 2025	Sponsored	Initiation	William Keating	🟢
SCIP 2024	Sponsored	Implementing	Donnalee Ann Grey-Farquharson	🟢
SRS 2021	Sponsored	Closing	Barbara Lohr Ward	🟢
STARRS-LS Waves 3, 4, 5 (Yr1)	Sponsored	Implementing	Meredith A House	🟢

Project Name	**(ANES 2024) American National Election Studies - 2024 (Some Concerns)**
Project Mode	Primary: Web Secondary: Face to Face Total of Modes: 3
Project Type	Sponsored Projects
Budget	**Direct Budget**: 4,507,806.00 **Indirect Budget:** 2,418,434.00 **Total Budget:** 6,926,240.00
Principal Investigator/Clients	Nicholas A. Valentino (University of Michigan)
	Shanto Iyengar (Stanford University)
	D. Sunshine Hillygus (Duke University)
Funding Agency	National Science Foundation (NSF)
IRB	*HUM#:* HUM00226016 *Period of Approval:* Study is exempt
Project Team	*Project Lead:* Andrew L Hupp
	Budget Analyst: William Lokers
	Production Manager: Theresa Camelo
	Senior Project Advisor: Grant D Benson
	Production Manager 1: Margaret Lavanger
	Production Manager 2: Lisa Van Havermaet
Proposal #	no data
Description	The mission of the American National Election Studies (ANES) is to inform explanations of election outcomes by providing data that support rich hypothesis testing, maximize methodological excellence, measure many variables, and promote comparisons across people, contexts, and time. The ANES serves this mission by providing researchers with a view of the political world through the eyes of ordinary citizens. SRO will be conducting the 2024 data collection.
SRO Project Period	07/2023 - 01/2025
Data Col Period	
Security Plan	NA

Milestones		
Pre Production Start: 03/01/2024		*Pretest Start:*
Pretest End:		*Recruitment Start:*
Staffing Complete:		*GIT Start:* 07/09/2024
SS Train Start: 07/10/2024		*SS Train End:*
DC Start: 08/01/2024		*DC End:* 03/31/2025

Other Project Team Members	Erin McSpadden - Project Manager for the methods pilot Sharon Parker - Production Manager for the methods pilot Raphael Nishimura - Sampling (pilot and production) Paul Burton - Sampling and Reporting Makenna Harrison - Sampling and Reporting Grace DesJardins - Project Support Marsha Skoman - SurveyTrak programming + Tech Lead Karl Dinkelmann - Blaise oversight + Tech Lead James Rodgers - MSMS + Tech Lead Ashwin Dey - WebTrak Pam Swanson - MSMS set-up programming Sarah Broumand - PQT and QC set-up Peter Sparks - Blaise programming Max Malhotra - Blaise programming Youhong Liu - Blaise programming Shanie Empie - Login portal Hueichun Peng - Self-scheduler Tony Romanowski - Technical specifications and testing Andrew Piskorowski - ODS Kelly Chatain - MSMS specs and testing Elizabeth Ohryn - Testing, SSL support William Lokers - Video interviewing coordination in SSL and field support
Other Project Name	
Sample Mgmt System	SurveyTrak; MSMS
Data Col Tool	Blaise 5; Other (PAPI)
Hardware	Laptop; [UM cell] Phone; Paper and Pencil
DE Software	External vendor (MSG)
QC Recording Tool	Camtasia

Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, post ($25/$40 Escalation to $100; $150 for in-person); Cash, prepaid ($5/$10); Cash, post (Pre-Election token amount)
Payment Method	Check through STrak RPay System; Check through other system (MSMS via RPay); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (MSMS via RPay); Imprest Cash Fund from ISR Business Office (MSMS via RPay)

Report Period	Jan, 2025 (ANES 2024)	Implementing
Risk Level	Some Concerns	

Monthly Updates	As of the writing of this data collection has essentially ended, except for a paper questionnaires that may be returned in the coming days.
	In-person:
	  -PRE: 1,042 interviews (966 in-person, 68 phone, 8 mixed + 0 partials)
	  -POST: 90% reinterview goal (n=938)
	    -Actual: 924 (89%); 372 In-person, 220 Telephone, 332 Video
	Web - Fresh
	  -PRE: 2,063 interviews (2,022 + 41 partials)
	  -POST: 85% reinterview goal (n=1,754)
	    -Actual: 1,767 (86%) (1,720 + 47 partials)
	Web - Panel
	  -PRE: 2,171 interviews (2,158 + 13 partials)
	  -POST: 90% reinterview goal (n=1,954)
	    -Actual: 2,068 (95%) (2,040 + 28 partials)
	Web - GSS
	  -PRE: 987 interviews (978 + 9 partials)
	  -POST: 85% reinterview goal (n=839)
	    -Actual: 807 (82%) (807 + 26 partials)
	Paper
	  -PRE: 245
	  -POST: 85% reinterview goal (n=208)
	    -Actual: 192 (78%)
	
	There is a debriefing with SRO staff scheduled for March 6.
	
	The research team has asked us to go ahead an code the open-ended responses. The have provided specifications for 3 (religion, occupation, industry) of the 4 items (owe us specification for MIP). They will also be providing specifications for us to create an NRFU budget. It sounds like we would only progress with that work if they were to receive the supplement from NSF.
	
	The remaining work on th study consists of weighting, clean-up, and the technical (methodology) report.

Special Issues	

Cost as of Feb 13, 2025	**Total Cost to Date (direct + indirect):**	6,587,497.29
	Est Cost at Completion (E$AC):	7,512,365.02
	Total Budget:	6,926,240.00
	Variance (Total Budget minus- E$AC):	-586,125.02
	Reason for Variance:	Project staff has received word from the funding agency that additional funds are available. Project staff is transferring ~$600,000 to cover the anticipated overrun. As of the end of the January we are still in the black.
Projections as of Feb 13, 2025	**Dollars Projected for Month:**	659,021.04
	Actual Dollars Used:	522,363.14
	Variance (Projected minus Actual):	136,657.90
	Reason for Variance:	Actual hours were less than projected hours. Some of those hours have been pushed forward. Funds projected for travel were largely unused. Interviewers have been primarily interviewing via telephone.

Measures		Units at Complete	RR	HPI
	Current Goal:	1,200/938	See monthly update	10.5/6.0
	Goal at Completion:			
	Current Actual:	1,042/925		14.15/6.63
	Estimate at Complete:			
	Variance:			
Other Measures				

Project Name	**(BFY) Baby's First Years (On Track)**
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 6,590,315.34 **Indirect Budget:** 2,109,819.29 **Total Budget:** 8,700,134.63
Principal Investigator/Clients	Dr. Greg Duncan (University of California - Irvine)
	Dr. Kimberly Noble (Teachers College Columbia University)
	Dr. Katherine Magnuson (University of Wisconsin)
Funding Agency	National Institute of Child Health and Human Development (NICHD)
IRB	*HUM#:* HUM00137963 *Period of Approval:*
Project Team	*Project Lead:* Piotr Dworak
	Budget Analyst: David Kellermeyer
	Production Manager: Veronica Connors-Burge
	Senior Project Advisor: Stephanie A Chardoul
	Production Manager 1: Margaret Lavanger
	Production Manager 2:
Proposal #	no data
Description	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.

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.

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).

SRO will be responsible for four interactions with the selected mothers/infants:
• Baseline will occur immediately (within 24-48 hours) after birth, in the hospital;
• Wave 1 will be a telephone interview with the mother when the child is 12 months old;
• Wave 2 will be an in-person interview in the family's home that includes survey, developmental assessment, biomarker collection, and video recorded behavioral interaction when the child is 24 months old;
• Wave 3 will be an in-person survey done while the mother and child are visiting a lab for other clinical tests when the child is 36 months old.

Each data collection phase/wave will be a full 12 months, with Baseline starting in April 2018:

Recruitment/Baseline: 04/01/2018 - 03/31/2019
        Wave 1: 04/01/2019 - 03/31/2020
        Wave 2: 04/01/2020 - 03/31/2021
        Wave 3: 04/01/2021 - 03/31/2022

SRO Project Period	10/2017 - 12/2020
Data Col Period	04/2018 - 12/2020
Security Plan	NA

Milestones		
Pre Production Start: 10/01/2017		*Pretest Start:*
Pretest End:		*Recruitment Start:* 01/01/2018
Staffing Complete: 02/07/2018		*GIT Start:* 03/19/2018
SS Train Start: 03/20/2018		*SS Train End:* 03/22/2018
DC Start: 05/07/2018		*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) Dave Dybicki (Blaise) Colette Keyser (Blaise) Tricia Blanchard (MSMS) Kyle Goodman (Help Desk)
Other Project Name	HHICD Household Income and Childhood Development
Sample Mgmt System	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	Jan, 2025 (BFY)	Implementing
Risk Level	On Track	
Monthly Updates	BFY Age 5- 8: BFY has awarded SRO continuing work throughout Age 8 (August 2027). On February 13 we have sent the last batch of respondents recruited for the Age 6 Lab visits conducted by the PI research team on-site in LA, MN, NE, and NY. We are now focusing on helping the research team with the hard to reach Rs and re-contacting cases which completed the lab visit. Re-contacting will continue through August 2027. Project Staffing: One of project Iwers/TLs has been promoted to a PM, however, we think we are right-staffed for the job ahead. 9 iwers in total NE: 1 OS (1 NH resigned) MN: 0 local (1 resigned) NY: 2 OS (was 3, -1 promoted to PM) NOLA: 1 Locators: 2 TLs: 1 Technical system: Working as expected.	

Special Issues		
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	7,900,966.22
	Est Cost at Completion (E$AC):	8,718,363.28
	Total Budget:	8,700,134.63
	Variance (Total Budget minus- E$AC):	-18,228.65
	Reason for Variance:	Total overrun is a concern on the project but recent efficiencies managed to bring it down to a more manageable level. Some staff attrition mentioned below may reduce overrun as well.
Projections as of Feb 18, 2025	*Dollars Projected for Month:*	54,598.89
	Actual Dollars Used:	28,906.03
	Variance (Projected minus Actual):	25,692.86
	Reason for Variance:	The monthly projections were off and will need to be reviewed.

Measures		Units at Complete	RR	HPI
	Current Goal:	n/a	n/a	n/a
	Goal at Completion:	n/a	n/a	n/a
	Current Actual:	n/a	n/a	n/a
	Estimate at Complete:	n/a	n/a	n/a
	Variance:			
Other Measures				

		Units at Complete	RR	HPI
	Current Goal:	n/a	n/a	n/a
	Goal at Completion:	n/a	n/a	n/a
	Current Actual:	n/a	n/a	n/a

Project Name	**(BHM Library Project) Developing a Model of Black History Month Programming in Public Libraries (Some Concerns)**
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 126,712.00 **Indirect Budget:** 70,959.00 **Total Budget:** 197,671.00
Principal Investigator/Clients	Deborah Robinson (ISR)
Funding Agency	
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Karin Schneider
	Budget Analyst:
	Production Manager:
	Senior Project Advisor: Nicole G Kirgis
	Production Manager 1:
	Production Manager 2:
Proposal #	no data
Description	SRO will support the project in the first year by working with you to design the sample. SRO will support the implementation of up to two pilot surveys and the larger national survey of libraries. We will provide consultation on scale development throughout the pilot phase and provide statistical support to finalize the scales and provide a working dataset (with weights to account for the stratified sample design). In total, the SRO period of performance will be approximately 24 months in duration, starting in February of 2023, with data collections for the pilots and national survey taking place over approximately 12 months, starting in late 2023.
SRO Project Period	02/2023 - 02/2025
Data Col Period	10/2023 - 09/2024
Security Plan	NA

Milestones

Pre Production Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Complete:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start:		*DC End:* 02/28/2025	

Other Project Team Members	
Other Project Name	Developing a Model of Black History Month Programming in Public Libraries
Sample Mgmt System	Web SMS
Data Col Tool	Blaise 5
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Not used
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (BHM Library Project)	Implementing
Risk Level	Some Concerns	
Monthly Updates	Mailing completed in January. PI wanted to extend data collection through Feb, thereby extending project (SRO involvement) through March.	
Special Issues	Nothing new. Response is actually good.	
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	173,076.21
	Est Cost at Completion (E$AC):	212,271.87
	Total Budget:	197,671.00

	Variance (Total Budget minus- E$AC):		-14,600.87
	Reason for Variance:	NA	
Projections as of Feb 18, 2025	*Dollars Projected for Month:*		18,030.74
	Actual Dollars Used:		11,884.49
	Variance (Projected minus Actual):		6,146.25
	Reason for Variance:	I left some of the projections for Raphael and Wen in this month when they needed to be moved back.	

Measures		Units at Complete	RR	HPI
	Current Goal:	2000	30%	
	Goal at Completion:	2000	30%	
	Current Actual:	1430	25%	
	Estimate at Complete:	1700	27%	
	Variance:			

Other Measures

Project Name	**(CARE Military) Concussion Assessment, Research and Education (CARE) Consortium 2022 - Military (On Track)**
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 2
Project Type	Sponsored Projects
Budget	**Direct Budget**: 1,338,017.70 **Indirect Budget:** 347,885.00 **Total Budget:** 1,685,902.70
Principal	Dr. Steven Broglio (U of M Kinesiology)
Investigator/Clients	Dr. Micheal McCrea /Dr. Pasquina (Medical College of Wisconsin/Uniformed Services Un)
	Dr. Thomas McAllister (Indiana University School of Medicine)
Funding Agency	NCAA and DoD
IRB	*HUM#:* 00202691 ***Period of Approval:*** 7/23/2021 - open
Project Team	*Project Lead:* Donnalee Ann Grey-Farquharson
	Budget Analyst: David Kellermeyer
	Production Manager: Barbara Aghababian-Homburg
	Senior Project Advisor: Barbara Lohr Ward
	Production Manager 1: Hongyu Johnson
	Production Manager 2: Keith Liebetreu
Proposal #	no data
Description	The project follows academy cadets post-graduation to assess health and well-being outcomes and a number of physical and psychological measures to enable researchers to study the intermediate and cumulative effects of concussion and repetitive head impact exposure.

This project has an overall SRO involvement period of 13 months, beginning March 2022, with data collection taking place over approximately 12 months starting mid-March 2022. SRO provides consultation, respondent locating activities and data collection for respondents in the uniformed services sample.

The goal is to secure participation from approximately 3,200 unique past-CARE study participants. Participants will complete a study assessment once over the 13-month project period.   SRO decentralized field interviewers locate and contact respondents by phone to prompt them to access the online data collection questionnaire. SRO will conduct approximately 1,425 telephone interviews with participants who fail to respond to invitations to complete follow-up interviews on the web.

The estimate total cost for the overall scope of work is $1,426,001.00. This includes $1,131,747.00 direct and $294,254.00 indirect costs, using the NCAA's published indirect cost rate of 26% (which is being used for all funders). |
SRO Project Period	02/2022 - 03/2023
Data Col Period	03/2022 - 08/2023
Security Plan	NA

Milestones			
	Pre Production Start:		*Pretest Start:*
	Pretest End:		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start:		*SS Train End:*
	DC Start:		*DC End:*

Other Project Team Members	Donnalee Grey-Farquharson, Barb Homburg, Hongyu Johnson, James Koopman, Keith Liebetreu, David Ackuaku, Ruyi Chen, David Kellermeyer
Other Project Name	CARE-CSI Military
Sample Mgmt System	Other (non-SRO)
Data Col Tool	Other (non-SRO)
Hardware	Laptop; [UM cell] Phone
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	Other (Kinesiology)
Payment Type	Check, post ($150)
Payment Method	Other (Kinesiology)

Report Period	Jan, 2025 (CARE Military)		Implementing
Risk Level	On Track		
Monthly Updates	The SRO team and the PI team started to look into a possibility to extend the production for several months, based on the current financial state and the productivity of the project. The field teams started a Super Bowl mini challenge to boost productivity. The SRO team continued to work with the PI team and Datalys to resolve system technical issues.		
	As of January 31, 2025, ISR has a total of 9725 military samples, and a total of 4330 military cases have been completed (DCP2 + DCP3).		
Special Issues			
Cost as of	*Total Cost to Date (direct + indirect):*		1,684,473.95
	Est Cost at Completion (E$AC):		1,684,473.95
	Total Budget:		1,685,902.70
	Variance (Total Budget minus- E$AC):		1,428.75
	Reason for Variance:	We do not have new funding currently to support the military work. However, military work resumed in April 2024 with civilian funds.	
		**Note: In Jan 2025, we allocated $28,672.86 to the Military project with the Civilian funds. This brings our cumulative spending on the military project to $457,815.31 from April to Jan 2025. The current spending on Military is reflected the underrun amount in Civilian funds.	
Projections as of	*Dollars Projected for Month:*		0.00
	Actual Dollars Used:		52,516.66
	Variance (Projected minus Actual):		-52,516.66
	Reason for Variance:	Since we are using Civilian funds there are no projections for this account.	
		**Note: In July 2024, we allocated $52,142.09 to the Military project with the Civilian funds. This brings our cumulative spending on the project to $174,202.37 from April to July 2024. The current spending on Military is reflected the underrun amount in Civilian funds.	

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

Other Measures

Project Name	(CARE SALTOS MTEC) Concussion Assessment, Research and Education (CARE) Consortium 2022 (On Track)		
Project Mode	Primary: Telephone Secondary: Web Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 3,718,978.00	**Indirect Budget:** 966,936.00	**Total Budget:** 4,685,914.00
Principal Investigator/Clients	Dr. Steven Broglio (U of M Kinesiology)		
	Dr. Michael McCrea (Medical College of Wisconsin)		
	Dr. Thomas McAllister (Indiana University School of Medicine)		
Funding Agency			
IRB	*HUM#:* 00202691		*Period of Approval:* 7/23/2021 - open
Project Team	*Project Lead:* Donnalee Ann Grey-Farquharson		
	Budget Analyst: David Kellermeyer		
	Production Manager: Barbara Aghababian-Homburg		
	Senior Project Advisor: Barbara Lohr Ward		
	Production Manager 1: Hongyu Johnson		
	Production Manager 2: Keith Liebetreu		
Proposal #	no data		
Description	In 2014, the U.S. Department of Defense (DoD) and the National Collegiate Athletic Association (NCAA) established and funded the Concussion Assessment, Research and Education (CARE) Consortium to inform science, clinical care and public policy related to concussion and repetitive head impact exposure (HIE) in U.S. Military Service Academy (MSA) cadets and collegiate student-athletes. Since then, CARE has enrolled >50,000 MSA cadets/midshipmen and NCAA student-athletes from 30 participating collegiate institutions, representing 26 NCAA sports, and military training and other recreational activities. In addition, the CARE study has captured data on over 5,000 concussed cadets/midshipmen and athletes – the largest concussion database of its kind. This public-private study is designed to answer key knowledge gaps around clinical and neurobiological recovery, brain structure and function, and factors predicting outcomes in MSA members and NCAA student-athletes. This CARE/SALTOS Integrated (CSI) Study phase investigates the nature and causes of long-term effects of head impact exposure and concussion/mild traumatic brain injury (mTBI) in former NCAA student-athletes and military service members. The data collected in this phase will build on that collected in previous phases SRO provides consultation, respondent locating activities and data collection for respondents in the longitudinal Concussion Assessment, Research and Education (CARE) study, with the goal of securing participation from 7,500 unique past-CARE study participants. Participants will complete the same set of study assessments at two time points over the five-year project period. The project follows collegiate athletes post-graduation to assess health and well-being outcomes and a number of physical and psychological measures to enable researchers to study the intermediate and cumulative effects of concussion and repetitive head impact exposure. Specifically, SRO decentralized field interviewers will locate and contact respondents by phone to prompt them to access the online data collection questionnaire. SRO will conduct telephone interviews with participants who fail to respond to invitations to complete follow-up interviews on the web. This budget assumes an overall SRO involvement period of approximately 44 months over two waves. Wave 1 SRO involvement will begin in December 2021 with data collection taking place over approximately 12 months, beginning approximately May 2022. Wave 2 SRO involvement will begin in November 2023 with data collection taking place over approximately 12 months starting in May 2024. Currently, the total cost for the overall scope of work (based on the currently committed funding from all sources) is estimated at $4,685,914. This includes $3,718,978 direct and $966,936 indirect costs, using the NCAA's published indirect cost rate of 26% (which is being used for all funders). As additional sources of funding are identified and those resources committed to SRO survey data collection activities, or inversely if a funder withdraws or reduces their level of funding to the project, the scope of work (e.g., the number of interviews to be collected) will increase or decrease respectively. The estimate of funding contributed by the Department of Defense through the MTEC RFP is $2,277,689. This includes $1,807,689 direct costs and $470,000 indirect costs budgeted at the 26% indirect cost rate. The proposed period of support is September 1, 2021 through August 31, 2025.		
SRO Project Period	10/2021 - 08/2026		
Data Col Period	03/2022 - 02/2026		
Security Plan	NA		

Milestones		
Pre Production Start:		*Pretest Start:*
Pretest End:		*Recruitment Start:*
Staffing Complete:		*GIT Start:*
SS Train Start:		*SS Train End:*
DC Start:		*DC End:*

Other Project Team Members	Donnalee Grey-Farquharson, Barb Homburg, Hongyu Johnson, Keith Leibetreu, James Koopman, Ruyi Chen, David Ackuaku, David Kellermeyer
Other Project Name	CARE CSI, CARE SALTOS
Sample Mgmt System	Other (non-SRO)
Data Col Tool	Other (non-SRO)
Hardware	Laptop; [UM cell] Phone
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	UM Group (Kinesiology)
Payment Type	Check, post ($150.00)
Payment Method	Check through other system (UM)

Report Period	Jan, 2025 (CARE SALTOS MTEC)		Implementing
Risk Level	On Track		
Monthly Updates	The SRO team and the PI team started to look into a possibility to extend the production for several months, based on the current financial state and the productivity of the project. The field teams started a Super Bowl mini challenge to boost productivity. The SRO team continued to work with the PI team and Datalys to resolve system technical issues. As of January 31, 2025, ISR has a total of 20095 civilian samples, and a total of 6156 civilian cases have been completed (DCP2 + DCP3).		
Special Issues			
Cost as of Jan 31, 2025	***Total Cost to Date (direct + indirect):***		3,574,741.47
	Est Cost at Completion (E$AC):		4,633,993.58
	Total Budget:		4,685,914.00
	Variance (Total Budget minus- E$AC):		51,920.42
	Reason for Variance:	We projected to extend production to July 2025 with the current state of the underrun. We will continue to make adjustments through the next month while monitoring productivity. **Note: In Jan 2025, we allocated $28,672.86 to the Military project with the Civilian funds. This brings our cumulative spending on the military project to $457,815.31 from April to Jan 2025. The current spending on Military is reflected the underrun amount in Civilian funds.	
Projections as of Jan 31, 2025	***Dollars Projected for Month:***		151,810.29
	Actual Dollars Used:		128,869.51
	Variance (Projected minus Actual):		22,940.78
	Reason for Variance:	some interviewers and SRO staff used less hours than projected.	

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:			
	Current Actual:			
	Estimate at Complete:			
	Variance:			
Other Measures				

Project Name	**(CCS) Community College Survey (On Track)**
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 560,774.00 **Indirect Budget:** 84,115.00 **Total Budget:** 644,889.00
Principal	Hana Lahr (Teachers College, Columbia University)
Investigator/Clients	Veronica Minaya (Teachers College, Columbia University)
	Rachel Baker (University of Pennsylvania)
Funding Agency	Ascendium Education Group
IRB	**HUM#:** 00237400 **Period of Approval:**
Project Team	**Project Lead:** Jeffrey Albrecht Jr
	Budget Analyst: Nicole Danielle Doher
	Production Manager: Ruth B Philippou
	Senior Project Advisor: Grant D Benson
	Production Manager 1: Steven Sonoras
	Production Manager 2:
Proposal #	no data
Description	The CCS seeks to understand factors that influence first year community college students in their program choice. We will survey a selection of students entering a community college for the first time in the fall of 2023 and then follow up with them in the second semester (Spring 2024) and their third semester (Fall 2024). The researchers will recruit 4 community colleges to participate.
SRO Project Period	01/2023 - 03/2025
Data Col Period	10/2023 - 11/2024
Security Plan	NA

Milestones			
Pre Production Start: 08/01/2024		**Pretest Start:**	
Pretest End:		**Recruitment Start:** 09/17/2024	
Staffing Complete:		**GIT Start:**	
SS Train Start: 10/23/2024		**SS Train End:** 10/23/2024	
DC Start: 10/14/2024		**DC End:** 12/08/2024	

Other Project Team Members	Marsha Skoman - Qualtrics Programmer Ed Green - Data Manager Hueichun Peng - Web SMS Programmer
Other Project Name	How Community College Students Choose Programs of Study
Sample Mgmt System	Web SMS
Data Col Tool	Other (Qualtrics)
Hardware	Desktop
DE Software	NA
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group
Payment Type	Cash, prepaid ($5); Cash, post ($40); Other (Visa electronic gift cards, Amazon gift codes)
Payment Method	Imprest Cash Fund from ISR Business Office; Other (VISA eGift cards from HSIP, Amazon gift codes from Teachers Coll)

Report Period	Jan, 2025 (CCS)	Closing
Risk Level	On Track	
Monthly Updates	Jeffrey worked on a manuscript for the journal Educational Research and Evaluation and worked on a presentation for the American Educational Research Association at the end of April.	
Special Issues	None to report	
Cost as of Feb 07, 2025	**Total Cost to Date (direct + indirect):**	846,785.73
	Est Cost at Completion (E$AC):	864,886.32

	Total Budget:			644,889.00
	Variance (Total Budget minus- E$AC):			-59,303.32
	Reason for Variance:	The overrun is close to what was agreed upon ($60,000) with the CCS PIs.		
Projections as of Feb 07, 2025	Dollars Projected for Month:			7,146.69
	Actual Dollars Used:			7,283.55
	Variance (Projected minus Actual):			-136.86
	Reason for Variance:	Actuals were slightly higher than projections due primarily to variance in R&D.		

Measures		Units at Complete	RR	HPI
	Current Goal:	n/a	n/a	n/a
	Goal at Completion:	n/a	n/a	n/a
	Current Actual:	n/a	n/a	n/a
	Estimate at Complete:	n/a	n/a	n/a
	Variance:	n/a	n/a	n/a
Other Measures	n/a			

Project Name	**(CVFS-SCAN) Chitwan Valley Family Study - Study on Cognition and Aging in Nepal (On Track)**		
Project Mode	Primary: Face to Face Total of Modes: 1		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 368,868.00	**Indirect Budget:** 206,571.00	**Total Budget:** 575,439.00
Principal	Dirgha Ghimire (Survey Research Center)		
Investigator/Clients	Carlos Mendes de Leon (Georgetown University School of Medicine)		
	Emily Briceno-ABreu, Co-PI (Michigan Medicine)		
Funding Agency	NIH		
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* Maureen Joan O'Brien		
	Budget Analyst: Ryan Neice		
	Production Manager:		
	Senior Project Advisor: Stephanie A Chardoul		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	SRO is working cooperatively with the PIs and their research team as well as the Institue for Social and Environmental Research – Nepal – ISERN – to provide consultation, programming and support for data collection over 2 waves of interviewing. SRO will provide support in the following areas: instrument programming and testing, sample management system programming and testing, and data delivery.		
SRO Project Period	07/2024 - 03/2025		
Data Col Period			
Security Plan	NA		

Milestones	*Pre Production Start:* 08/01/2024	*Pretest Start:* 10/15/2024
	Pretest End: 10/31/2024	*Recruitment Start:*
	Staffing Complete:	*GIT Start:* 12/26/2024
	SS Train Start: 02/03/2025	*SS Train End:* 02/12/2025
	DC Start: 02/19/2025	*DC End:*

Other Project Team Members	Technical Lead: Jennie Williams, TSG Programmer Analyst-Blaise: Peter Sparks Programmer Analyst-Surveytrak Int: Marsha Skoman, TSG Programmer Analyst-Weblog: Ashwin Dey, TSG Database Administrator: Lishwu Ke, TSG Data Manager Specialist: Jennie Williams, Valyn Dall, TSG Help Desk: Emmanuel Ellis, TSG
Other Project Name	HCAP Nepal,
Sample Mgmt System	SurveyTrak; Project specific system (Weblog, QC system)
Data Col Tool	Blaise 4.8
Hardware	Laptop
DE Software	NA
QC Recording Tool	Other (TBD)
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (CVFS-SCAN)	Implementing
Risk Level	On Track	
Monthly Updates	Project Updates:	
	The training agenda, slides, and materials were finalized for the Iwer training from Feb 4 - Feb 10. Train the Trainer	

was on Feb 3. 37 Iwers were trained on the cognitive assessments (Part 1). ISER-N expected some attrition, and 32 Iwers were hired after training. The training was conducted in English and Nepali. The SRO project lead presented slides in English while they were project in Nepali, and ISER-N trainers translated what the SRO trainer said into Nepali. This seemed to work well, and 32 passed certification. The project lead also trained ISER-N staff on Webtrak and WebLog. The Tech Lead trained ISER-N on using FUM for data management.

Production launched for Part 1 of the interview. As of Friday, Feb 21, interviews (Part 1) had been completed. ISER-N is testing the Informant questionnaire as well as Part 2 (demographics) of the interview.

ISER-N will train Iwers on the remaining two sections. Both will launch as soon as possible. Whole Blood Draw will take place at a later date, yet to be determined. It will be important to finalize the timeline for Wave 1 and determine dates for Wave 2 as soon as possible.

Special Issues	Blaise programming delays, Pretest delays,			
Cost as of Feb 18, 2025	**Total Cost to Date (direct + indirect):**			249,642.78
	Est Cost at Completion (E$AC):			557,842.00
	Total Budget:			575,439.00
	Variance (Total Budget minus- E$AC):			17,597.00
	Reason for Variance:	Costs have been extended through 10/2027 to include both projections for both Wave 1 and Wave 2. We will continue to review and fine-tune monthly projections as Wave 1 end date and Wave 2 dates are finalized.		
Projections as of Feb 18, 2025	**Dollars Projected for Month:**			51,685.44
	Actual Dollars Used:			61,026.01
	Variance (Projected minus Actual):			-9,340.57
	Reason for Variance:	The Jan overrun was due to increased programmer hours to finalize Blaise and systems programming for the early Feb training.		

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

Project Name	**(Health and Well Being in SE MI) Detroit Aging and Memory Project (formerly Health and Wellbeing in Southeast Michigan) (On Track)**
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 2,409,055.00 **Indirect Budget:** 1,349,072.00 **Total Budget:** 3,758,127.00
Principal	Kristine Ajrouch (Life Course Development Program, SRC)
Investigator/Clients	Toni Antonucchi (Life Course Development Program, SRC)
	Laura Zahodne (Life Course Development Program, SRC)
Funding Agency	
IRB	**HUM#:** HUM00146040 **Period of Approval:** 4/9/2020
Project Team	**Project Lead:** Barbara Lohr Ward
	Budget Analyst: Christine Evanchek
	Production Manager: Veronica Connors-Burge
	Senior Project Advisor: Nicole G Kirgis
	Production Manager 1: Taghreid Lovell
	Production Manager 2: Ian Ogden
Proposal #	no data
Description	Conduct 600 interviews with recently identified Arab Americans aged 65 or older residing in Southeast Michigan and 330 interviews with Social Relations sample members aged 65 or older. The Arab American sample will be selected based on an in-person household screening. The interview will consist of a 60 minute core interview (content from the Social Relations interview), a 60 minute cognitive interview and a series of physical measurements. Social Relations respondents will only complete the cognitive interview. An informant interview will also be conducted for all sample members. Interviews will be conducted in English or Arabic.
SRO Project Period	05/2019 - 03/2023
Data Col Period	05/2023 - 03/2024
Security Plan	No

Milestones			
Pre Production Start: 12/01/2022		**Pretest Start:**	
Pretest End:		**Recruitment Start:** 02/01/2023	
Staffing Complete: 04/10/2023		**GIT Start:** 05/16/2023	
SS Train Start: 05/18/2023		**SS Train End:** 05/25/2023	
DC Start: 05/30/2023		**DC End:** 03/15/2025	

Other Project Team Members	Taghreid Lovell, Veronica Connors-Burge, Mathew Luna, Jeff Smith, Ashwin Dey, Kelly Liesko, Peter Sparks, Raphael Nishimura, John Gawlas, Valyn Dall
Other Project Name	Detroit Aging and Memory Project (formerly Health and Wellbeing in Southeast Michigan)
Sample Mgmt System	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Laptop; [UM cell] Phone; Paper and Pencil
DE Software	Other (Weblog)
QC Recording Tool	DRI-CARI; Camtasia
Incentive	Yes, R; Yes, INF
Administration	SRO Group
Payment Type	Cash, prepaid ($75 respondent, $25 informant); Other ($2 screener incentive)
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox)

Report Period	Jan, 2025 (Health and Well Being in SE MI)	Implementing
Risk Level	On Track	
Monthly Updates	D-AMP/Healthy Brain convenience sample continued to go well during January. The interviewing team primarily worked on the panel sample, offering the end-game incentive to the April panel release participants as well as contacting and interviewing the D-AMP CS 2020 panel. The D-AMP CS panel is coming in at a far lower HPI than the earlier (much more resistant) panel, and is performing as we had originally (in 2021) projected the panel cases. This unexpected efficiency, combined with the efficiency on the Convenience sample is allowing D-AMP/Healthy Brain to extend data collection through February and into early March. The interviewing team has also been working the Informant sample lines, attempting to boost the response rate for Informants. The interviewing team	

has now exceeded all of the revised goals for new sample, Convenience sample and panel sample.

We extended projections to allow the interviewing team to work into mid-March. This extension, and the resultant extension of the close out activities, as all but erased the underruns projected in December. We still believe that the projects may end in an underrun status, as we are beginning to lose interviewing and team leading staff to other projects (information that came in AFTER new projections were entered). We will continue to monitor interviewer and TL hours as we work through the remaining sample.

The PI's were granted another no-cost-time extension for D-AMP, extending the project to 5/31/2026. Although we are projecting an underrun, we are carefully monitoring the draw-down of funds in order to ensure that we spend the D-AMP funds down as much as possible. We are still having a difficult time ensuring that interviewers charge their time and expenses (including R payments) appropriately across the projects. We will need to process journal entries to correct misallocation of R payments and interviewer travel.

We are still waiting for Journal Entries to be processed from training costs. We are also processing JEs for respondent payments that were inadvertently charged to Healthy Brain. Both interviewers and Team Leaders are having a very difficult time figuring out how to divide their time and expenses across D-AMP and Healthy Brain.

The IRB issues mentioned last month have been all resolved. The IRB accepted the ORIOs and protocol for managing refusals.

Special Issues			
Cost as of Feb 21, 2025	**Total Cost to Date (direct + indirect):**		3,540,381.04
	Est Cost at Completion (E$AC):		3,757,667.25
	Total Budget:		3,758,127.00
	Variance (Total Budget minus- E$AC):		459.75
	Reason for Variance:	This variance is insignificant. We projected another three to four weeks of interviewing, which effectively used the underrun on the project. That said, we still think that the project will end in an underrun, as interviewers and team leaders are removed from the project to work on other studies.	
Projections as of Feb 21, 2025	**Dollars Projected for Month:**		71,336.08
	Actual Dollars Used:		72,722.96
	Variance (Projected minus Actual):		-1,386.88
	Reason for Variance:	The monthly variance is insignificant.	

Measures		Units at Complete	RR	HPI
	Current Goal:	200/400/200 design		9.0 new/ 9.0 panel
	Goal at Completion:	200/400/200 design		
	Current Actual:	236/418/278	39% scrnr; 53% main	8.3 new/18 panel
	Estimate at Complete:			
	Variance:			
Other Measures	Actuals are as of 2/23/2025. The budgeted HPI for the convenience sample was 6.5 HPI plus 1 HPI for the informant. We are running at 3.9 HPI (main plus informant) for the convenience sample. The new D-AMP CS 2020 Panel is running at 6.3 HPI vs. 18 HPI for the historical panel.			

Project Name	**(Healthy Brain Project) Healthy Brain Project (On Track)**		
Project Mode	Primary: Face to Face Total of Modes: 1		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 985,452.00	**Indirect Budget:** 551,854.00	**Total Budget:** 1,537,306.00
Principal	Kristine Ajrouch (Research Center for Group Dynamics, ISR)		
Investigator/Clients	Toni Antonucchi (Life Course Development Program, SRC)		
	Laura Zahodne (Life Course Development Program, SRC)		
Funding Agency			
IRB	*HUM#:* HUM00199306		*Period of Approval:* 9/5/2023 - 9/4/2024
Project Team	*Project Lead:* Barbara Lohr Ward		
	Budget Analyst: Christine Evanchek		
	Production Manager: Veronica Connors-Burge		
	Senior Project Advisor: Nicole G Kirgis		
	Production Manager 1: Taghreid Lovell		
	Production Manager 2: Ian Ogden		
Proposal #	no data		
Description	The participants in this study will be Arab American men and women aged 65+ as well as non-Arab men and women aged 65+ from the Social Relations Study (SRS) (HUM00187453) living in the metropolitan Detroit area who have participated in the Detroit Aging and Memory Project (D-AMP) (HUM00154638).		
	The proposed study is in response to PAR-19-070 and will test links between sociocultural experiences, brain aging, and cognitive health. The following specific aims will be accomplished by obtaining structural MRI and blood-based AD biomarker data in the Detroit-Aging and Memory Project (D-AMP). This funded parent study obtains high-quality ADRD phenotypes and genetic data on those aged 65+ from a representative sample of 600 Arab Americans, as well as panel participants (N=298) from the Social Relations Study (SRS), to compare to non-Arab Whites in the same geographic area.		
SRO Project Period	07/2024 - 05/2025		
Data Col Period	07/2024 - 05/2025		
Security Plan	NA		

Milestones	*Pre Production Start:*		*Pretest Start:*
	Pretest End:		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start:		*SS Train End:*
	DC Start:		*DC End:*

Other Project Team Members	In addition: Tim Prand, Mouna Mana, AB Fuqua Smith, Jeff Smith, Ashwin Dey, Kelly Lieske, Valyn Dall, Andria Goedert, Megan Hromco		
Other Project Name			
Sample Mgmt System	SurveyTrak		
Data Col Tool	Blaise 4.8		
Hardware	Laptop; [UM cell] Phone		
DE Software	Other (Weblog)		
QC Recording Tool	DRI-CARI; Camtasia		
Incentive	Yes, R; Yes, INF		
Administration	SRO Group		
Payment Type	Cash, prepaid ($100 respondent, $25 informant)		
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox)		

Report Period	Jan, 2025 (Healthy Brain Project)	Implementing
Risk Level	On Track	
Monthly Updates	The D-AMP/Healthy Brain data collection period was extended to run to mid-to end of March. This will push the number of panel completes close to the original goal of 330 cases, and also allow the team to boost the response rate on the Informant interviews. Due to this project extension, the underrun projected last month has been used. That said, we believe that the project may still end in an underrun as interviewers and TLs are reassigned to other	

projects (which leads to lower hours charged than anticipated).

We are still having a difficult time ensuring that interviewers charge their time and expenses (including R payments) appropriately across the projects. We are reconciling respondent payments on a monthly basis and will need to process journal entries to correct misallocation of R payments and interviewer travel. We are starting to see an improvement in how interviewers and TLs are charging their time, however some imbalances still exist.

Special Issues		
Cost as of Feb 21, 2025	*Total Cost to Date (direct + indirect):*	968,941.42
	Est Cost at Completion (E$AC):	1,501,308.20
	Total Budget:	1,537,306.00
	Variance (Total Budget minus- E$AC):	35,997.80
	Reason for Variance:	This is an insignificant variance. We still believe that the project may have a larger underrun than currently projected as interviewers and TLs are reassigned. We may not be able to utilize the hours currently projected.
Projections as of Feb 21, 2025	*Dollars Projected for Month:*	108,885.79
	Actual Dollars Used:	120,968.25
	Variance (Projected minus Actual):	-12,082.46
	Reason for Variance:	More respondent payments hit the account than had been budgeted, along with more interviewer time. The new D-AMP CS 2020 Panel is endorsing Healthy Brain at a of 90%. Previously respondents had only endorsed Healthy Brain at the rate of 65%. This change was not anticipated given the two year interviewing history.

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:			
	Current Actual:			
	Estimate at Complete:			
	Variance:			
Other Measures	The Healthy Brain Project does not have specific production goals. It is being used to help increase completes on D-AMP. Those completes will feed into the Healthy Brain Project increasing recruitment for Healthy Brain. Please see D-AMP for production progress.			

Project Name	**(Hospitals Sharing Data) Hospitals Sharing Patient Data (On Track)**
Project Mode	Primary: Web Secondary: Mail Total of Modes: 3
Project Type	Sponsored Projects
Budget	**Direct Budget**: 130,484.00 **Indirect Budget:** 73,070.00 **Total Budget:** 203,554.00
Principal Investigator/Clients	Kayte Spector-Bagdady (UM Medical School)
Funding Agency	NIH
IRB	**HUM#:** HUM00251017 **Period of Approval:** IRB Exempt
Project Team	**Project Lead:** Erin McSpadden
	Budget Analyst: Nicole Danielle Doher
	Production Manager: Lisa J Carn
	Senior Project Advisor: Shonda R Kruger-Ndiaye
	Production Manager 1:
	Production Manager 2:
Proposal #	no data
Description	The Hospitals Sharing Patient Data project aims to collect data about how hospitals share their patient data with outside commercial entities in order to shed light on current hospital practices to inform improved policy in the future. The study is funded by the National Institutes of Health through an R01 grant. This project is a survey of hospital chief information officers and data administrators from a sample of around 600 hospitals across the the United States. The goal is to collect surveys from 50% of sampled hospitals. The survey is a 15-minute web survey administered via Qualtrics. Targeted representatives at each hospital will be mailed an invitation letter with a QR code to complete a web survey along with a $50 token of appreciation. Targeted individuals who do not complete the survey will receive a reminder letter with a paper copy of the survey with the option to complete it and return the paper survey using a self-addressed stamped envelope. the SSL will be completing reminder calls to any targeted representative who still has not completed the survey after the reminder protocol. Interviewers in the SSL will have the ability to complete CATI interviewers with any targeted contact reached by phone, as well as updating and filling in any missing contact information from the sample. SSL sample will be managed using WebSMS. The web survey will launch in Februrary 2025 with the SSL effort launching in March 2025. Data collection will end during the month of June 2025. This research has been classified as exempt by the UM MED IRB.
SRO Project Period	12/2024 - 09/2025
Data Col Period	02/2025 - 06/2025
Security Plan	NA

Milestones				
	Pre Production Start: 02/01/2025		**Pretest Start:**	
	Pretest End:		**Recruitment Start:** 01/24/2025	
	Staffing Complete:		**GIT Start:**	
	SS Train Start: 03/06/2025		**SS Train End:** 03/06/2025	
	DC Start: 02/25/2025		**DC End:** 06/30/2025	

Other Project Team Members	
Other Project Name	
Sample Mgmt System	Web SMS
Data Col Tool	Other (Qualtrics)
Hardware	Desktop; Paper and Pencil; Other (SSL Phones)
DE Software	Other (Qualtrics)
QC Recording Tool	N/A
Incentive	Yes, INF
Administration	UM Group (Payments handled by PI's research staff)
Payment Type	Cash, prepaid ($50)
Payment Method	Other (Cash payments from HSIP handled by PI's research staff)

Report Period	Jan, 2025 (Hospitals Sharing Data)	Planning
Risk Level	On Track	
Monthly Updates	Final Qualtrics survey has been programmed with final production testing happening the week of 2/18. Production	

preload has been delivered for upload into WebSMS with final WebSMS testing happening at the end of February and into Early March. Study team is also working on creating the first batch of invitation letters to go out the week of 2/24. SSL staff has been finalized with team training scheduled for the first week of March. Project is on-track to launch the web survey 2/25 and the SSL follow-up call effort the second week in March.

Special Issues

Cost as of Feb 10, 2025	*Total Cost to Date (direct + indirect):*			17,881.28
	Est Cost at Completion (E$AC):			173,967.58
	Total Budget:			203,554.00
	Variance (Total Budget minus- E$AC):			29,586.42
	Reason for Variance:	Work for this project was just initiated in December. Projections were preliminary and will be pushed forward. Data collection launches at the end of February with the SSL effort to follow in March		
Projections as of Feb 10, 2025	*Dollars Projected for Month:*			18,086.09
	Actual Dollars Used:			12,631.18
	Variance (Projected minus Actual):			5,454.91
	Reason for Variance:	Projections are still preliminary. They will be carried forward as project data collection begins.		

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:	316	50%	
	Goal at Completion:	316	50%	
	Current Actual:			
	Estimate at Complete:			
	Variance:			

Other Measures

Project Name	(HRS 2022 Panel & Baselines) Health and Retirement Study 2022 Main Interviews (Some Concerns)
Project Mode	Primary: Mixed Total of Modes: 3
Project Type	Sponsored Projects
Budget	**Direct Budget**: 13,982,815.00 **Indirect Budget:** 5,033,815.00 **Total Budget:** 19,016,630.00
Principal Investigator/Clients	David Weir (ISR-SRC)
Funding Agency	
IRB	*HUM#:* HUM000611128 *Period of Approval:* 6/7/2023-6/6/2024
Project Team	*Project Lead:* Evanthia Leissou
	Budget Analyst: David Kellermeyer
	Production Manager: Andrea Sims
	Senior Project Advisor: Nicole G Kirgis
	Production Manager 1: Jennifer C Arrieta
	Production Manager 2: Theresa Camelo
Proposal #	no data
Description	The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of people aged 50 years and older in the U.S.. Every six years (three waves) a new cohort of people aged 50 to 55 are screened in to the study to maintain 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.
SRO Project Period	01/2021 - 12/2023
Data Col Period	03/2022 - 06/2025
Security Plan	NA

Milestones		
Pre Production Start: 01/01/2021		*Pretest Start:* 11/01/2021
Pretest End: 11/23/2021		*Recruitment Start:* 08/01/2021
Staffing Complete: 01/15/2022		*GIT Start:* 02/21/2021
SS Train Start: 02/23/2022		*SS Train End:* 03/03/2022
DC Start: 03/07/2022		*DC End:* 07/26/2025

| Other Project Team Members | Derek Dubuque (Production Manager), Alex Warju (Production Manager), Milagros Hierro (Production Manager), Andrew Hupp (Project Manager), Gary Hein (Project Manager), Erin McSpadden (Project Manager), Daniah Buageila (Project Manager), Janet McBride (Project Assistant), Paul Burton (Stats/Sampling), Vanessa Clarke (Project Assistant), Jeannie Baker (Project Manager), Melissa Luker (Project Assistant), Anthony Romanowski (Project Manager), Kristen Cross (Project Assistant), Cindy Huang (Budget Analyst), Andria Goedert (Project Assistant), Megan Hromco (Project Assistant)

Tech Team: Karl Dinkelmann, Jeff Smith, Jim Rodgers, Laura Yoder, Marsha Skoman, Ashwin Dey, Pam Swanson, David Bolt, Deb Wilson, Jennie Williams, Rose Zybdel, Stephanie Windisch, Holly Ackerman, Shane Empie, Kelly Chatain, Brianna Sabol

Coding Lead: Carolyn Vieira-Martinez |
|---|---|
| Other Project Name | HRS 2022 Main Iws |
| Sample Mgmt System | SurveyTrak; MSMS |
| Data Col Tool | Blaise 5; SAQ |
| Hardware | Laptop; [UM cell] Phone; Paper and Pencil |
| DE Software | Other (Blaise 5 Coding Application); External vendor (DataForce) |
| QC Recording Tool | Camtasia |
| Incentive | Yes, R; Yes, INF |
| Administration | NA |
| Payment Type | Check, prepaid ($80 (Panel)); Check, post ($50 (WBD)); Cash, post ($20 (SAQ), $100 (Baselines)) |
| Payment Method | Check through STrak RPay System; Check through other system (Rpay system set up for MSMS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (Rpay system set up for MSMS); Imprest Cash Fund from ISR Business Office (Rpay system set up for MSMS) |

Report Period	Jan, 2025 (HRS 2022 Panel & Baselines)		Implementing
Risk Level	Some Concerns		

Monthly Updates	1. The project team has been working on baseline production monitoring, sample management, logging, weekly mailings and scanning(SSA and SAQ), payment and letter request processing, implementing the baseline endgame protocols, and submitted an IRB amendment for the web baseline protocol. 2. The technical team tested MSMS and STrak systems in preparation for the web baseline protocol. 3. Interviewers worked ~350 fewer hours than projected but exceeded baseline interview goal by 27 interviews during January. 4. Field Strategies: -Priority sample: to date, 10,613 cases have been flagged priority. To date, 2,651 (25%) have completed interviews. -Endgame sample: 9,676 cases were mailed the endgame letter. To date, 1,132 (12%) completed interviews. -Interviewers have been asked to work more than their committed hours and offered overtime. 5. Upcoming Field Strategies: -Offering a Web Baseline interview to a subset of eligible respondents -An interviewer bonus offer *The "measures" table reflects Panel and Baseline combined as of 2/15/2025. Breakdown of Panel and Baseline counts and rates in Other Measures Field.
Special Issues	Currently estimating a shortfall of ~308 EGenX baseline interviews based on limiting production to budgeted interview hours.

Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*		18,089,354.85
	Est Cost at Completion (E$AC):		18,086,743.65
	Total Budget:		19,016,630.00
	Variance (Total Budget minus- E$AC):		929,886.35
	Reason for Variance:	This budget is for the Panel sample but the monthly updates and milestones include baseline iws. The New Cohort Budget is under the HRS 2022 Screening MPR.	

Projections as of Feb 18, 2025	*Dollars Projected for Month:*		-54.40
	Actual Dollars Used:		20.73
	Variance (Projected minus Actual):		-75.13
	Reason for Variance:	Minimal Variance	

Measures		Units at Complete	RR	HPI
	Current Goal:	20,041	51%	12.6
	Goal at Completion:	22,215	44%	8.3
	Current Actual:	20,140	52%	12.5
	Estimate at Complete:	20,912	42%	9.8
	Variance:	1,303	2%	1.5

Other Measures	Baselines: -EGenX generated from screener: Goal: 4,003 iws; Current: 3,155 iws from 11,501 lines spawned; RR: 27.7%. -MOC: Goal: 2,000 iws; Final: 2,047 iws (36.4% RR). End date 11/15/2024 -2019 EGenX baselines: Goal: 468 iws, Final: 497 iws (74.4% RR). End date 5/29/2024 Panel: Revised RR Goal: 68% (original goal 74%), Final: 14,441 iws (68% RR). End date 9/2/23

Project Name	(HRS 2024) Health and Retirement Study 2024 (Some Concerns)		
Project Mode	Primary: Mixed Total of Modes: 3		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 15,740,049.00	**Indirect Budget:** 5,666,419.00	**Total Budget:** 21,406,468.00
Principal Investigator/Clients	David Weir (ISR-SRC)		
Funding Agency			
IRB	*HUM#:* HUM000611128		**Period of Approval:** 6/7/2023-6/6/2024
Project Team	*Project Lead:* Evanthia Leissou		
	Budget Analyst: David Kellermeyer		
	Production Manager: Andrea Sims		
	Senior Project Advisor: Nicole G Kirgis		
	Production Manager 1: Derek Dubuque		
	Production Manager 2: Jennifer C Arrieta		
Proposal #	no data		
Description	The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of people aged 50 years and older in the U.S.. Every six years (three waves) a new cohort of people aged 50 to 55 are screened in to the study to maintain 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.		
SRO Project Period	05/2023 - 08/2025		
Data Col Period	05/2024 - 05/2025		
Security Plan	NA		

Milestones		
Pre Production Start: 05/15/2023		*Pretest Start:* 01/29/2024
Pretest End: 02/18/2024		*Recruitment Start:* 12/19/2023
Staffing Complete: 03/15/2024		*GIT Start:* 04/22/2024
SS Train Start: 04/23/2024		*SS Train End:* 04/29/2024
DC Start: 05/13/2024		*DC End:* 07/05/2025

Other Project Team Members	Alex Warju (Production Manager), Andrea Sims (Production Manager), Derek Dubuque (Production Manager), Gary Hein (Project Manager), Erin McSpadden (Project Manager), Daniah Buageila (Project Manager), Janet McBride (Project Assistant), Paul Burton (Stats/Sampling), Vanessa Clarke (Project Assistant), Jeannie Baker (Project Manager), Dedra Campbell (Project Manager), Chelsea Graham (Project Manager), Melissa Luker (Project Assistant), Anthony Romanowski (Project Manager), Megan Hromco (Project Assistant), Cindy Huang (Budget Analyst) Tech Team: Karl Dinkelmann, Jeff Smith, Jim Rodgers, Laura Yoder, Marsha Skoman, Ashwin Dey, Pam Swanson, David Bolt, Deb Wilson, Jennie Williams, Rose Zybdel, Stephanie Windisch, Holly Ackerman, Shane Empie, Kelly Chatain, Brianna Sabol, Kelly Lieske, Asia Paige
Other Project Name	HRS 2024 Panel
Sample Mgmt System	SurveyTrak; MSMS
Data Col Tool	Blaise 5; SAQ
Hardware	Laptop; [UM cell] Phone; Paper and Pencil
DE Software	Other (Blaise 5 Coding Application); External vendor (DataForce)
QC Recording Tool	Camtasia
Incentive	Yes, R; Yes, INF
Administration	NA
Payment Type	Check, prepaid ($100 (Interview)); Check, post ($50 (WBD), $20 (SAQ), $20 (SSA)); Cash, post ($20 (SAQ))
Payment Method	Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest Cash Fund from ISR Business Office

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Report Period	Jan, 2025 (HRS 2024)	Implementing
Risk Level	Some Concerns	

Monthly Updates	-HRS 2024 activities continued with cost projections, technical specifications, technical development, testing, precontact mailing preparations, and pre-pay check processing.
	-SRO tested Datamodel 4 in SurveyTrak and MSMS. This datamodel inlcudes programming for the Prescription Drug/Lab Results Linkage experiment which will be administered during in-person and web interviews.
	-Web Panel production began December 16th, and 193 iws were completed by the end of January. The remaining sample scheduled to be released once Datamodel 4 can be released to MSMS.
	-Interviewers exceeded hours projections and were above the interview goal every week in January. HPI was lower than projected in three of the four weeks.
	-During the LA fires, in-person work in the area was limited due to air quality concerns. Production managers closely monitored interviewers and sample in the Los Angeles area affected by the wildfires. All interviewers checked in as safe and were able to continue working.
	-A competition amongst teams was initiated on January 19th to incentivize interviewers to prioritize unworked lines and encourage additional attempts to secure interviews. During the first week of the competition, there was an increase of 1,020 attempts compared to the prior week. At the conclusion of the competition unworked (0000) sample that was not part of the travel sample decreased from 343 to 49.
	-Field Strategies:
	-Interviewer bonus offer for four weeks (February 2 to March 1). Offering $50 per completed interview.
	-Prioritization based on Influence Measure (IM) was implemented on January 31.
	-Mode switch was approved by PIs: Mode switch to TEL for eFTF households where at least 1 R in the household has reached
	6+ attempts.
	-Web Endgame Offer: HRS PIs assigned eligibility flag for the web sweep protocol to 2963 Rs from 2034 HHs. Cases that reach
	12+ attempts will be randomized into either 1) a Web Iw offer, or 2) increased incentive offer $100/field endgame protocol
	Measures in table below are as of 2/15/25 (week 40).

Special Issues	-Projections are to the proposal budget, which had a significant cut from the original budget submitted for the 6-year renewal. We estimate when the funds run out we will be ~2,251 interviews short of the 70% RR goal.

Cost as of Feb 20, 2025	Total Cost to Date (direct + indirect):	13,680,255.34
	Est Cost at Completion (E$AC):	21,291,132.01
	Total Budget:	21,406,468.00
	Variance (Total Budget minus- E$AC):	186,375.99
	Reason for Variance:	Contributing factors to the variance are a reduction in non-salary projections, lower conference cost compared to projections for the Oct/Nov training, and a reduction in staff hours based on actuals in recent months.

Projections as of Feb 20, 2025	Dollars Projected for Month:	1,880,678.35
	Actual Dollars Used:	1,515,533.73
	Variance (Projected minus Actual):	365,144.62
	Reason for Variance:	Variance is primarily due to respondent incentives hitting for less than what was projected in January and a hotel invoice for the most recent training not hitting in January as projected. Future projections have been adjusted.

Measures		Units at Complete	RR	HPI
	Current Goal:	8,771	38.6%	12.0
	Goal at Completion:	15,761	70%	9.3
	Current Actual:	9,080	40.0%	9.3
	Estimate at Complete:	13,509	60%	10.0
	Variance:	2,251	10%	-0.7

Other Measures	

Project Name	**(HRS2022-Screening) HRS 2022 - Screening (Some Concerns)**
Project Mode	Primary: Face to Face Secondary: Telephone Total of Modes: 3
Project Type	Sponsored Projects
Budget	**Direct Budget**: 21,264,149.00 **Indirect Budget:** 7,655,093.00 **Total Budget:** 28,919,242.00
Principal Investigator/Clients	David Weir (SRC)
	Helen Levy (SRC)
	Ken Langa (SRC)
Funding Agency	
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Evanthia Leissou
	Budget Analyst: Richard Warren Krause
	Production Manager:
	Senior Project Advisor: Nicole G Kirgis
	Production Manager 1: Andrew L Hupp
	Production Manager 2: Theresa Camelo
Proposal #	no data
Description	The Health and Retirement Study (HRS) is a national, longitudinal study conducted every two years since 1992. The study includes a representative sample of US residents aged 50 years and older. Every six years (three waves) a new cohort of US residents aged 50 to 55 are screened in to the study to maintain representativeness. In 2004, the early baby boomers were screened in and completed a baseline interview. In 2010, the mid baby boomer cohort was added as well as a minority oversample of both early and mid-baby boomers. In 2016, the late baby boomer cohort was added. In 2022, group 1 of the early generation x cohort will be added along with a minority oversample.
SRO Project Period	02/2021 - 08/2024
Data Col Period	03/2022 - 06/2024
Security Plan	NA

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start: 04/19/2022	*DC End:*

Other Project Team Members	
Other Project Name	
Sample Mgmt System	SurveyTrak; MSMS; Other ((Blaise) Case Management App (CMA))
Data Col Tool	Blaise 5
Hardware	Laptop; [UM cell] Phone; Paper and Pencil
DE Software	Other (Blaise 5 web instrument); N/A
QC Recording Tool	Camtasia; N/A
Incentive	Yes, R; Yes, INF
Administration	SRO Group
Payment Type	Check, post; Cash, prepaid ($2); Cash, post
Payment Method	Check through STrak RPay System; Interviewer payment of cash (reimbursed/reconciled via Tenrox); Imprest Cash Fund from ISR Business Office

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Report Period	Jan, 2025 (HRS2022-Screening)	Implementing
Risk Level	Some Concerns	
Monthly Updates	Screening continues at a steady pace. We have been largely at goal the past month. The final batch of sample (Release 9) has been released.	
	We have released 18,710 cases to the endgame protocol. 1,477 cases (7.9%) of cases have completed a screener. 168 cases (11.4%) completed via the web, and 1,309 (88.6%) of cases completed in-person. Flagging of endgame cases has continues.	

Special Issues

Cost as of Feb 10, 2025	Total Cost to Date (direct + indirect):		31,031,764.87
	Est Cost at Completion (E$AC):		34,883,302.34
	Total Budget:		28,919,242.00
	Variance (Total Budget minus- E$AC):		-5,964,060.34
	Reason for Variance:	Projections have been entered through July 2025 (projection of when we would meet the baseline production goal).	
Projections as of Feb 10, 2025	Dollars Projected for Month:		948,686.60
	Actual Dollars Used:		911,171.18
	Variance (Projected minus Actual):		37,514.82
	Reason for Variance:	Variance largely due to projections for respondent payments being less than anticipated.	

Measures		Units at Complete	RR	HPI
	Current Goal:	7,017/3,645 HHs	73%	3.0
	Goal at Completion:			
	Current Actual:	7,204/3,891	45.9%	2.92
	Estimate at Complete:			
	Variance:			

Other Measures

Project Name	(LHMS 2023 Fall) Life History Mail Study Fall 2023 (On Track)		
Project Mode	Primary: Mail Secondary: Telephone Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 371,587.00	**Indirect Budget:** 133,772.00	**Total Budget:** 505,359.00
Principal	David Weir (SRC)		
Investigator/Clients	Jaqui Smith (SRC)		
Funding Agency	NIH		
IRB	**HUM#:** HUM00106904		**Period of Approval:** 9/29/2023-9/28/2024
Project Team	**Project Lead:** Gary Hein		
	Budget Analyst: Cindy Tsao		
	Production Manager: Ruth B Philippou		
	Senior Project Advisor: Evanthia Leissou		
	Production Manager 1:		
	Production Manager 2: Ruth B Philippou		
Proposal #	no data		
Description	The HRS Life History Mail Survey (LHMS) is part of the Health and Retirement Study. The goal of LHMS is to collect retrospective life histories of HRS participants to address multidisciplinary need for information about events, residential location, and education over the entire life course. Information like this allows researchers to understand how individuals' pasts shape their health and economic situations today. A paper questionnaire will be mailed to a sample of approximately 4,601 HRS Respondents. From this sample, approximately 2,485 completed surveys are expected (54% response rate). For the reminder protocol, 272 respondents have been designated to receive a reminder by postcard. The remaining 4,329 respondents will receive reminders by phone to complete the questionnaire. When a respondent is reached by phone, SRO will attempt to complete the 60-minute interview by telephone. Thank you postcards will be mailed to respondents who return a completed questionnaire.		
SRO Project Period	09/2023 - 04/2024		
Data Col Period	10/2023 - 02/2024		
Security Plan	NA		

Milestones	*Pre Production Start:* 09/01/2023		*Pretest Start:*
	Pretest End:		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start:		*SS Train End:*
	DC Start: 10/05/2023		*DC End:* 02/29/2024

Other Project Team Members	Gary Hein: Project Lead Cindy Tsao: Budget Analyst Ruth Philippou: Production Manager Vanessa Clarke: Project Assistant Carolyn Viera Martinez: Coding Lead
Other Project Name	LHMS Fall
Sample Mgmt System	SMS
Data Col Tool	SAQ; Other (Blaise SMS)
Hardware	Desktop; [UM cell] Phone; Paper and Pencil
DE Software	Other (Weblog)
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, prepaid ($25)
Payment Method	Check through STrak RPay System

Report Period	Jan, 2025 (LHMS 2023 Fall)	Implementing
Risk Level	On Track	

Monthly Updates	Finance is billing all LHMS activity to the to Spring shortcode. Fall shortcode being kept open for voided checks.			
Special Issues	N/A			
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*			265,877.75
	Est Cost at Completion (E$AC):			262,171.75
	Total Budget:			505,359.00
	Variance (Total Budget minus- E$AC):			243,187.25
	Reason for Variance:	Staffing for reminder calling did not meet original projections and lower response rates than anticipated are resulting in lower costs across the project.		
Projections as of Feb 18, 2025	*Dollars Projected for Month:*			-646.00
	Actual Dollars Used:			-782.00
	Variance (Projected minus Actual):			136.00
	Reason for Variance:	Two extra checks voided.		

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:	2063	54%	N/A
	Goal at Completion:	2063	54%	N/A
	Current Actual:	671	17%	N/A
	Estimate at Complete:	671	17%	N/A
	Variance:	1392	37%	N/A

Other Measures	N/A

Project Name	**(LHMS 2023 Spring) Life History Mail Study Spring 2023 (On Track)**
Project Mode	Primary: Mail Secondary: Telephone Total of Modes: 2
Project Type	Sponsored Projects
Budget	**Direct Budget**: 293,540.00 **Indirect Budget:** 164,382.00 **Total Budget:** 457,922.00
Principal	David Weir (SRC)
Investigator/Clients	Jaqui Smith (SRC)
Funding Agency	NIH
IRB	*HUM#:* HUM00106904 *Period of Approval:* 11/4/2022-11/3/2023
Project Team	*Project Lead:* Gary Hein
	Budget Analyst: Cindy Tsao
	Production Manager: William Keating
	Senior Project Advisor: Evanthia Leissou
	Production Manager 1:
	Production Manager 2: William Keating
Proposal #	no data
Description	The HRS Life History Mail Survey (LHMS) is part of the Health and Retirement Study. The goal of LHMS is to collect retrospective life histories of HRS participants to address multidisciplinary need for information about events, residential location, and education over the entire life course. Information like this allows researchers to understand how individuals' pasts shape their health and economic situations today.
	A paper questionnaire will be mailed to a sample of approximately 2,288 HRS Respondents. From this sample, approximately 1,242 completed surveys are expected (54% response rate). For the reminder protocol, 495 respondents have been designated to receive a reminder by postcard. The remaining 1,793 respondents will receive reminders by phone to complete the questionnaire. When a respondent is reached by phone, SRO will attempt to complete the 60-minute interview by telephone. Thank you postcards will be mailed to respondents who return a completed questionnaire.
SRO Project Period	04/2023 - 12/2023
Data Col Period	06/2023 - 09/2023
Security Plan	NA

Milestones			
Pre Production Start: 04/01/2023		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Complete:		*GIT Start:*	
SS Train Start: 07/11/2023		*SS Train End:* 07/11/2023	
DC Start: 06/20/2023		*DC End:* 09/26/2023	

Other Project Team Members	Gary Hein: Project Lead Cindy Tsao: Budget Analyst Vanessa Clarke: Project Assistant Carolyn Viera Martinez: Coding Lead
Other Project Name	LHMS Spring
Sample Mgmt System	SMS
Data Col Tool	SAQ; Other (Blaise SMS)
Hardware	Desktop; [UM cell] Phone; Paper and Pencil
DE Software	Other (Weblog)
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, prepaid ($25)
Payment Method	Check through STrak RPay System

Report Period	Jan, 2025 (LHMS 2023 Spring)	Implementing
Risk Level	On Track	
Monthly Updates	December Activities and Notable Events for Spring and Fall:	

	1 - Monthly budget projection meeting with financial analyst 2 - LHMS update meeting with HRS staff 3 - Coding by SRO Staff			
Special Issues	Finance wants to bill current/future fall activities to the spring shortcode			
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*			233,665.93
	Est Cost at Completion (E$AC):			266,744.23
	Total Budget:			457,922.00
	Variance (Total Budget minus- E$AC):			191,177.77
	Reason for Variance:	Actual sample of 1,950 is lower than budgeted sample of 2,288, resulting in generally lower costs across all resources. Check voids have also been added to the projections. In addition, the budgeted response rate was 54% but actual response rate is much lower as the respondents are non-responders from past waves of LHMS.		
Projections as of Feb 18, 2025	*Dollars Projected for Month:*			209.75
	Actual Dollars Used:			294.13
	Variance (Projected minus Actual):			-84.38
	Reason for Variance:	Staff hours slightly higher than projected.		

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:	1053	54%	N/A
	Goal at Completion:	1053	54%	N/A
	Current Actual:	358	18%	N/A
	Estimate at Complete:	358	18%	N/A
	Variance:	695	36%	N/A
Other Measures	N/A			

Project Name	**(MI CReSS (Year 3 & 4 & 5)) Michigan COVID-19 Recovery Surveillance Cohort Study (On Track)**			
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 2			
Project Type	Sponsored Projects			
Budget	**Direct Budget**: 200,023.00	**Indirect Budget:** 52,005.00	**Total Budget:** 252,028.00	
Principal Investigator/Clients	Nancy Fleischer (U-M School of Public Health (SPH))			
Funding Agency	MDHHS - Releases 1 - 8			
IRB	*HUM#:* HUM00234617		**Period of Approval:** 6/15/2023-6/14/2028	
Project Team	*Project Lead:* Timothy Prand			
	Budget Analyst: William Lokers			
	Production Manager: Lisa J Carn			
	Senior Project Advisor: Nicole G Kirgis			
	Production Manager 1: Narine Verdiyan			
	Production Manager 2:			
Proposal #	no data			
Description	MI CReSS is a partnership between the University of Michigan School of Public Health (SPH) and the Michigan Department of Health and Human Services. It is a public health surveillance study to learn about Michiganders' experiences with COVID-19 using a representative sample of confirmed cases within the state. Using survey data, they plan to document sociodemographic inequities in COVID-19 testing, treatment, and recovery.

SRO's involvement includes the administration of a Follow-up survey for respondents that completed a Baseline survey with the SPH team. Based on the sample information provided, we will be re-contacting approximately 3,995 respondents who have already completed (or are estimated) to complete the Baseline survey to administer the Follow-up survey.

The Follow-up survey is estimated to be 45 minutes in length, and Respondents will be encouraged to complete the survey by web. However, SRO Interviewers will contact non-responders and conduct the interview over the telephone if the Respondents do not want to complete the survey on the web.
HUM00181068 - Year 3 IRB Exempt - Budget:$841,375 Total used:$649,836
HUM00234617 - Year 4 - IRB approved - Budget:$477,681 ($998,480 / 822,863.98 used)
Year 5 - IRB approved - Budget: $252,028 | | | |
SRO Project Period	08/2021 - 09/2023			
Data Col Period	01/2022 - 07/2023			
Security Plan	NA			

Milestones	*Pre Production Start:*		*Pretest Start:*	
	Pretest End:		*Recruitment Start:* 06/01/2023	
	Staffing Complete:		*GIT Start:*	
	SS Train Start: 07/28/2023		*SS Train End:* 07/29/2023	
	DC Start: 09/14/2023		*DC End:* 02/18/2025	

| **Other Project Team Members** | Bill Lokers: Financial Analyst
Megan Hromco: Production Assistant
Hueichun Peng: Technical Lead / WSMS db Programmer
Peter Sparks: CAI Programmer (Blaise 5)
Cheng Zhou: Web Component, ADT, Reports
LihShwu Ke: DBA Architecture & Data Security
Sarah Broumand: Data Manager
Deb Wilson: Help Desk |
|---|---|
| **Other Project Name** | |
| **Sample Mgmt System** | Web SMS |
| **Data Col Tool** | Blaise 5 |
| **Hardware** | Laptop; Desktop |
| **DE Software** | NA |
| **QC Recording Tool** | NA |
| **Incentive** | Yes, R |
| **Administration** | SRO Group |
| **Payment Type** | Other (HSIP VISA Gift Card) |

Payment Method	NA

Report Period	Jan, 2025 (MI CReSS (Year 3 & 4 & 5))	Closing
Risk Level	On Track	

Monthly Updates	Cohort 2
	Little has changed from Decembers reporting. We are in the process of Closing out the project and hope to be completed in March with everything needed. The only risk to that happening is that the amount of work/checking needed on MICReSS CS taking time and resourses away.
	
	 - Release 1-8 is complete.
	 - Releases 9-16 launched 4/23/2024 for English and Spanish, 5/15 for Arabic
	   - All releases reminder calling has ended
	   - Web availability ended February 4, 2024
	
	Response rate within acceptable range overall
	Release 9 - 73.8%
	Release 10 - 74.7%
	Release 11 - 79.3%
	Release 12 - 80%
	Release 13 - 76.4%
	Release 14 - 78.8%
	Release 15 - 80.8%
	Release 16 - 82.1%
	
	For REL 9 to 16 - 233 completes completed after the TOA increase from $25 to $50. Impact to the cost was $5825	

Special Issues	None!	
Cost as of Feb 18, 2025	**Total Cost to Date (direct + indirect):**	125,078.33
	Est Cost at Completion (E$AC):	132,846.18
	Total Budget:	252,028.00
	Variance (Total Budget minus- E$AC):	119,181.82
	Reason for Variance:	Fewer hours needed on project. Will carry forward to MI CReSS Community surveys at the end of Y5.
Projections as of Feb 18, 2025	**Dollars Projected for Month:**	18,152.93
	Actual Dollars Used:	30,034.70
	Variance (Projected minus Actual):	-11,881.77
	Reason for Variance:	More hours billed to the project than anticipated, some of which will be moved to MICReSS CS.

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:	3650	77.85%	3
	Goal at Completion:	3650	80%	6
	Current Actual:	3650	77.85%	6.0
	Estimate at Complete:	3650	78.5%	6.5
	Variance:	0	-1.5%	.5

Other Measures	Targeting 80% of eligible Rs that completed the Main survey to complete the MoCA section in CATI. We are currently at 90% of those who are eligible and agreed to participate. MoCA is currently .69 HPI

Project Name	**(MI CReSS CS) Michigan COVID-19 Recovery Surveillance Study Community Survey (Some Concerns)**		
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 974,802.00	**Indirect Budget:** 253,450.00	**Total Budget:** 1,228,252.00
Principal Investigator/Clients	Nancy Fleischer (U-M School of Public Health (SPH))		
Funding Agency	MDHHS		
IRB	**HUM#:** HUM00264140		**Period of Approval:** 2/3/2025-2/2/2030
Project Team	**Project Lead:** Timothy Prand		
	Budget Analyst: Ivanna Iavorska-Em		
	Production Manager: Lisa J Carn		
	Senior Project Advisor: Nicole G Kirgis		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	The Michigan COVID-19 Recovery Surveillance Study (MI CReSS) is a population-based cohort study that is a collaborative project between the University of Michigan School of Public Health and the Michigan Department of Health and Human Services (MDHHS). The study was launched in June 2020 with the goal of understanding the experience and social impact of a COVID-19 diagnosis on adults living in Michigan and examined a wide range of topics including symptom severity and duration, recovery time, Long COVID, mental health impacts, stressful events, financial impacts, and more. The study includes a baseline and two follow-up data collections. The objective of the MI CReSS Community Survey is to understand the experiences of adults who lived in Michigan during the COVID-19 pandemic from priority populations that were underrepresented in the prior MI CReSS Cohort study. We identified four priority populations to focus on: people of racial and ethnic minoritized identities, people living in rural areas, people currently or recently on Medicaid, and people with disabilities. The study will examine participants' experiences related to COVID-19 disease history, Long COVID, mental health, workplace experiences, ability to meet basic needs, and more. The University of Michigan (U-M) School of Public Health will lead this project and will work with the Survey Research Operations (SRO) team at the U-M Survey Research Center (SRC) within the U-M Institute of Social Research (ISR) to collect the project data. Project activities will occur in partnership with the Michigan Department of Health and Human Services (MDHHS).		
SRO Project Period	11/2024 - 05/2026		
Data Col Period	03/2025 - 02/2026		
Security Plan	NA		

Milestones		
Pre Production Start: 12/17/2024		**Pretest Start:**
Pretest End:		**Recruitment Start:** 11/01/2024
Staffing Complete: 12/18/2024		**GIT Start:**
SS Train Start: 03/12/2025		**SS Train End:** 03/13/2025
DC Start: 03/04/2025		**DC End:** 02/15/2026

Other Project Team Members	Hueichum Peng - Technical Lead Peter Sparks - Blaise Programmer Asia Paige - Data Manager Megan Hromco - SSA Steve Senoras - SSI
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	Blaise 5
Hardware	Laptop; Desktop
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group
Payment Type	Cash, prepaid ($2); Other (HSIP VISA Gift Card)
Payment Method	NA

Report Period	Jan, 2025 (MI CReSS CS)	Implementing
Risk Level	Some Concerns	

Monthly Updates	Rural - 1st community to launch with subsequent communities launching every 2 months. We were supposed to start in field Feb 4, 2025 but because of delays in Sample, IRB approval, and a final questionnaire, we moved back the start by 1 month. We are most likely going to move the start back yet again but will know more this week. We are currently still planning on having the IWER training on March 12 & 13 but may have to re-evaluate. Blaise programming - We have sent the links for the PIs to check the program. Feedback is due at the end of this week. WSMS looks to be ready to go. We will do a final integration testing the week of March 3rd. - Added a locating tab which will help organize locating efforts - Added a refusal tab which will help with focused refusal conversions. Rural - March Racial/Ethnicity - May Disabled - July Medicaid - September
Special Issues	Still don't have a sample file or approved IRB documents to start printing as of Feb 21, 2025. We have had to preform additional checks on everything even when small changes are made...

Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	45,864.57
	Est Cost at Completion (E$AC):	1,293,769.71
	Total Budget:	1,228,252.00
	Variance (Total Budget minus- E$AC):	-65,517.71
	Reason for Variance:	The budget was evenly distributed between Y1 and Y2 but needed to be front loaded a little more. We expect around a $25k underrun in Y2. The project was budgeted for the sample to include email addresses which it will not which required us to add an additional mailing in an attempt to meet our goal of 1000 completes for each community
Projections as of Feb 18, 2025	*Dollars Projected for Month:*	116,068.57
	Actual Dollars Used:	22,142.94
	Variance (Projected minus Actual):	93,925.63
	Reason for Variance:	Delays in the project have push back hours being billed on the project. There was also a little confusion on where to bill hours and those are being updated in February

Measures		Units at Complete	RR	HPI
	Current Goal:			
	Goal at Completion:	4000	50%	5.2
	Current Actual:			
	Estimate at Complete:			
	Variance:			

Other Measures	50% for Rural, Racial/Ethnicity, and Medicaid. 4% overall for Disability.

Project Name	**(MTF Base Year 2022_27) Monitoring the Future Base Year 2022-2027 (On Track)**		
Project Mode	Primary: Class SAQ Total of Modes: 1		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 6,267,988.00	**Indirect Budget:** 3,510,072.00	**Total Budget:** 9,778,060.00
Principal Investigator/Clients	Richard Miech (SRC)		
Funding Agency	National Institute on Drug Abuse, one of the National Institutes of Health.		
IRB	**HUM#:** 00217920		**Period of Approval:** from 7/20/22 No CR
Project Team	**Project Lead:** Rebecca Gatward		
	Budget Analyst: Dean E Stevens		
	Production Manager: Margaret Lavanger		
	Senior Project Advisor: Shonda R Kruger-Ndiaye		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	Since 1975 the MTF survey has measured drug and alcohol use and related attitudes among adolescent students nationwide. A nationally representative sample of survey participants report their drug use behaviors across three time periods: lifetime, past year, and past month. The survey is funded by the NIDA, a component of the National Institutes of Health (NIH), and conducted by the University of Michigan. It is based on two interconnected series of surveys using nationally representative samples: (a) self-administered annual in-school surveys of 8th, 10th, and 12th graders (~45,000) in 400 schools. Proctors (SRO interviewers) coordinate and administer the data collection in schools (the majority are conducted FTF however, the option is available for the survey to be conducted without the proctor visiting the school). (b) panels of high school graduates aged 19-30, 35, 40,45, 50, 55, and 60 (now primarily surveyed by web). Panel members aged 19-30 are invited to participate 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. Press releases and published results can be found here.. http://www.monitoringthefuture.org/		
SRO Project Period	04/2022 - 03/2027		
Data Col Period	04/2022 - 03/2027		
Security Plan	Yes		

Milestones	**Pre Production Start:**	**Pretest Start:**
	Pretest End:	**Recruitment Start:**
	Staffing Complete:	**GIT Start:**
	SS Train Start:	**SS Train End:**
	DC Start:	**DC End:**

Other Project Team Members	Hueichun Peng Technical Lead (WebSMS and Qualtrics programmer) Ed Green (+Brad Goodwin) Data Management Ashwin Dey SurveyTrak, WebTrak and MTF specific Apps. Programmer Brendon Carroll Help Desk/Tablet support
Other Project Name	
Sample Mgmt System	SurveyTrak; Web SMS
Data Col Tool	Other (Qualtrics)
Hardware	Laptop; Tablet; [UM cell] Phone
DE Software	Other (Qualtrics)
QC Recording Tool	N/A
Incentive	Yes, Other (Honorarium paid to school by MTF Research staff)
Administration	ISR Group
Payment Type	NA
Payment Method	Check through other system

Report Period	Jan, 2025 (MTF Base Year 2022_27)	Implementing
Risk Level	On Track	
Monthly Updates	January 2025	

- Interviewer trainings took place (2x 4hr sessions) and interviewers have completed their scenario for certification.
- Interviewers began contacting schools to finalize arrangements for their school surveys.
- Production versions of all systems were prepared and launched.

Special Issues

Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	3,225,206.14
	Est Cost at Completion (E$AC):	6,998,014.03
	Total Budget:	9,778,060.00
	Variance (Total Budget minus- E$AC):	2,780,045.97
	Reason for Variance:	Projections for Funding period 2022 – 2027 (latest client report has been uploaded to MPR) Current projections result in an under spend for the five year grant period. The projected costs are based on completion of 325 schools in years 2024 – 2027 (we were projecting costs for 400 schools) and all in-person. Illume charges have been removed from projections from 2024 onwards. A portion of the hours for work involved in transitioning MTF surveys to Qualtrics are being charged to the Illume recharge account. Primary reason for the under spend and plans for SRO funding: Projections for the five year period are based on current scope of work and the adapted protocol (introduced in 2021). The budget prepared for the proposal was based on the pre-pandemic design. The adapted protocol brings savings in the following categories: interviewer hours, travel, shipping and staff time (specifically hours required for loading and preparing tablets for shipping). For the past few years the number of schools recruited and passed to SRO has been lower than the number used for this budget (n=390). In response, MTF (SRC) have reduced our funding for the first two years. We have received (from MTF) $1,843,080 (Y1) and $1,143,890 (Y2) a total reduction of $815,581. Going forward, the current plan is to fund Year 3 and 4 based on the budgeted amount - if there is significant underspending MTF will reduce SRO's Year 5 award. SRO Finance group feels that we should continue to report/monitor using the original budgeted amount because this is not an official reduction in budget. We are keeping the client (via Nick Prieur) informed of actual and projected spend through a monthly cost report.

Projections as of Feb 18, 2025	*Dollars Projected for Month:*	155,396.45
	Actual Dollars Used:	99,197.47
	Variance (Projected minus Actual):	56,198.98
	Reason for Variance:	All the variance is due to lower salary costs - I over projected interviewer hours in January - I need to refine the hours for coming months.

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

Other Measures

Project Name	**(MTF Early Panel Pilot) Monitoring the Future: A Cohort-Sequential Panel Study of Drug Use, Ages 19-65 - Administrative Supplement #1 (8/10th Grade Panel) (On Track)**		
Project Mode	Primary: Web		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 184,954.00	**Indirect Budget:** 103,575.00	**Total Budget:** 288,529.00
Principal Investigator/Clients	Megan Patrick (ISR, SRC)		
Funding Agency			
IRB	*HUM#:* 00244359		*Period of Approval:*
Project Team	*Project Lead:* Donnalee Ann Grey-Farquharson		
	Budget Analyst: Dean E Stevens		
	Production Manager:		
	Senior Project Advisor: Rebecca Gatward		
	Production Manager 1: Hongyu Johnson		
	Production Manager 2:		
Proposal #	no data		

Description	MTF Early Panel study is a study that will survey drug use in 9th and 11th graders who were 8th and 10th graders in 2023 wave baseline recruited samples. SRO will launch the 2024 and 2025 Web survey data collections with an estimated sample size of 600 cases for two wave of data collection. Although originally proposed, no reminder calling will be carried out on the early panel sample.
	
	This budget assumes an overall SRO involvement period of 20 months commencing in March 2024 with the data collections taking place during a 4-month period (for each wave), beginning in May 2024 (for Wave 1) and May 2025 (for Wave 2).
	
	Consent process
	 - Parents were mailed a letter with a link to a consent document in Qualtrics.
	 - After receiving parental consent, students were contacted so,
	 - Students on individual schedule, programmed in WebSMS
	
	Data Collection
	 - Invitation email
	 - followed by two reminders, 2 weeks apart if needed. Each student was on his/her own schedule based on when parental permission was received.
	
	Plan for Future
	 - Two more years of data collection
	  Year Recruited Follow-Up
	  2023 2024, 2025
	  2024 2025, 2026		

SRO Project Period	07/2023 - 12/2025		
Data Col Period	04/2024 - 08/2025		
Security Plan	NA		

Milestones	*Pre Production Start:*		*Pretest Start:*
	Pretest End:		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start:		*SS Train End:*
	DC Start:		*DC End:*

Other Project Team Members	Rebecca Gatward (SPA), Donnalee Grey-Farquharson (Lead), Hueichun Peng, Shaowei Sun, Hongyu Johnson, Brad Goodwin, Edward Green
Other Project Name	
Sample Mgmt System	Web SMS
Data Col Tool	Other (Qualtrics)
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, R
Administration	ISR Group (MTF Staff)

Payment Type	Other (Tango Card)
Payment Method	Other (Check mailed MTF Staff)

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Report Period	Jan, 2025 (MTF Early Panel Pilot)	Implementing
Risk Level	On Track	
Monthly Updates	The SRO management team started to prepare for the 2025 data collection including testing the systems and the surveys.	

Special Issues

Cost as of Jan 31, 2025	*Total Cost to Date (direct + indirect):*	150,530.99
	Est Cost at Completion (E$AC):	286,994.91
	Total Budget:	288,529.00
	Variance (Total Budget minus- E$AC):	1,534.09
	Reason for Variance:	The SRO management team continues to make necessary adjustments on staff projections to make sure we charge the project for all the work we have done before the account closes.
Projections as of Jan 31, 2025	*Dollars Projected for Month:*	14,598.91
	Actual Dollars Used:	11,673.67
	Variance (Projected minus Actual):	2,925.24
	Reason for Variance:	The actual used hours are lot less than projected hours. We continue to make the adjustment to more closely match actual hours before the project closes.

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

Other Measures

Project Name	(MTF Innovation Panel) Monitoring the Future: Young Adult Innovation Panel 2024 (On Track)		
Project Mode	Primary: Web		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 34,910.00	**Indirect Budget:** 12,567.00	**Total Budget:** 47,477.00
Principal Investigator/Clients	Megan Patrick (ISR, SRC)		
Funding Agency			
IRB	**HUM#:** 00217920		**Period of Approval:**
Project Team	**Project Lead:** Donnalee Ann Grey-Farquharson		
	Budget Analyst: Dean E Stevens		
	Production Manager:		
	Senior Project Advisor: Rebecca Gatward		
	Production Manager 1: Hongyu Johnson		
	Production Manager 2:		
Proposal #	no data		
Description	The proposed project will address the specific innovation aims outlined in the existing Monitoring the Future (MTF) NIDA Grant (DA016575) by collecting data from a single web survey of 1,880 adults aged approximately 20-21 years. The participants are from those who participated in the 12th grade MTF surveys in 2022/2023 and were not selected for the original MTF Panel. The Innovation Panel study will examine various aspects of post-pandemic life for young adults in a sample of those who experienced the COVID-19 pandemic during their high school years. These include mental health, stress, occupational status, and gambling activities as well as substance use behaviors. Results will advance our understanding of the immediate and long-term effects of the uncertainty caused by the pandemic on the lives of young adults and will also offer an opportunity to examine the resilience and vulnerability of young adults in early adulthood. Furthermore, the Innovation Panel will conduct responsive survey design (RSD) experiments aimed to increase respondent engagement and retainment. For easier survey engagement on mobile devices, we will evaluate scales using optimized survey flow and branching. We will examine the feasibility of using electronic incentives, and test three structures of incentives (a. pre-incentive $25 check - the current MTF method; b. $25 pre-incentive electronic gift card; and c. $5 pre-incentive and $20 post-incentive electronic gift cards) on survey response rates and data quality. Lastly, we will compare response rates for an experiment with and without survey pre-notification groups. This will inform innovative ways to enhance respondent engagement and retention of panel members as well as address emerging topics of particular research interest.		
SRO Project Period	07/2024 - 06/2025		
Data Col Period	10/2024 - 01/2025		
Security Plan	NA		

Milestones	**Pre Production Start:**	**Pretest Start:**
	Pretest End:	**Recruitment Start:**
	Staffing Complete:	**GIT Start:**
	SS Train Start:	**SS Train End:**
	DC Start:	**DC End:**

Other Project Team Members	Rebecca Gatward (SPA), Donnalee Grey-Farquharson (Lead), Hueichun Peng, Shaowei Sun, Hongyu Johnson, Ed Green, Max Malhotra, Lloyd Hemingway
Other Project Name	
Sample Mgmt System	Web SMS
Data Col Tool	Other (Qualtrics)
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, R
Administration	ISR Group (MtF staff)
Payment Type	Other (Tango Card)
Payment Method	NA

Report Period	Jan, 2025 (MTF Innovation Panel)	Implementing

Risk Level	On Track	

Monthly Updates	We finished the data collection on 1/7/2025. The SRO team started to prepare final data delivery to the MTF research team. The production stats are below:

Condition	Total Sample	Total Started (Partial)	%	Total Started (Passed Pre)	%	Total Completed	%	Total Completed Consented	%
1	313	26	8.31	6	1.92	66	21.09	66	21.09
2	313	9	2.88	3	0.96	63	20.13	60	19.17
3	314	8	2.55	3	0.96	72	22.93	71	22.61
4	313	21	6.71	8	2.56	75	23.96	74	23.64
5	311	10	3.22	5	1.61	71	22.83	70	22.51
6	310	9	2.90	2	0.65	62	20.00	60	19.36
All	1874	83	4.43	27	1.44	409	21.83	401	21.40

Special Issues	

Cost as of Jan 31, 2025	**Total Cost to Date (direct + indirect):**	12,622.40
	Est Cost at Completion (E$AC):	47,412.67
	Total Budget:	47,477.00
	Variance (Total Budget minus- E$AC):	64.33
	Reason for Variance:	The SRO management team continues to make necessary adjustments on staff projections to make sure we charge the project for all the work we have done before the account closed.
Projections as of Jan 31, 2025	**Dollars Projected for Month:**	11,805.75
	Actual Dollars Used:	8,327.14
	Variance (Projected minus Actual):	3,478.61
	Reason for Variance:	We allocated more hours to a few staff to make sure they charge the project for all the work they will do during the next few months.

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

Other Measures

Project Name	(MTF Panel 2022-27) Monitoring the Future Panel 2022-2027 (On Track)		
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 2,496,935.00	**Indirect Budget:** 1,398,282.00	**Total Budget:** 3,895,217.00
Principal Investigator/Clients	Megan Patrick (UM-SRC)		
Funding Agency			
IRB	**HUM#:** 00217920		**Period of Approval:**
Project Team	**Project Lead:** Donnalee Ann Grey-Farquharson		
	Budget Analyst: Dean E Stevens		
	Production Manager: Lloyd Fate Hemingway		
	Senior Project Advisor: Rebecca Gatward		
	Production Manager 1:		
	Production Manager 2: Hongyu Johnson		
Proposal #	no data		
Description	Since 1975 the MTF survey has measured drug and alcohol use and related attitudes among adolescent students nationwide. A nationally representative sample of survey participants report their drug use behaviors across three time periods: lifetime, past year, and past month. The survey is funded by the NIDA, a component of the National Institutes of Health (NIH), and conducted by the University of Michigan. MTF has two linked projects, MTF Main surveys students in schools, and MTF Panel surveys adults across the lifespan. MTF Panel conducts data collection between April and October each year. In 2024 MTF moved from DatStat.Illume web surveys to Qualtrics. We also use WebSMS, RLM, LabSMS and Blaise for the project. Each year over 20,000 participants are invited to complete a survey with push-to-web followed by paper survey modes. Invitations are mailed in April. Non-response calling begins in May and runs through August. Several hard copy and email reminders are sent throughout the data collection window. Both the separately funded Winter Location calling effort and Non-Response follow-up calling will be integrated with the standard MTF activities. During 2024 data collection wave, we have 10 survey forms that was reduced from 12 from the previous year. Panel participants are sent study newsletters each year in December. Participants whose newsletter is returned undeliverable by the USPS are sent for location calling Mid-January through February. We are planning to use Respondent Website to delivery newsletter electronically with the functionality of collecting respondent's contact information.		
SRO Project Period	01/2022 - 03/2027		
Data Col Period	04/2022 - 10/2026		
Security Plan	NA		

Milestones	**Pre Production Start:**	**Pretest Start:**
	Pretest End:	**Recruitment Start:**
	Staffing Complete:	**GIT Start:**
	SS Train Start:	**SS Train End:**
	DC Start:	**DC End:**

Other Project Team Members	Rebecca Gatward (SPA), Donnalee Grey-Farquharson, Lloyd Hemingway, Dave Dybicki, Max Malholtra, Hueichun Peng, Shaowei Sun, Peter Sparks, Ashwin Dey, Hongyu Johnson, Brad Goodwin, Edward Green.	
Other Project Name	MTF	
Sample Mgmt System	Web SMS	
Data Col Tool	Other (Qualtrics)	
Hardware	NA	
DE Software	NA	
QC Recording Tool	NA	
Incentive	Yes, R	
Administration	ISR Group (MTF Staff)	
Payment Type	Check, prepaid; Check, post	
Payment Method	Other (MTF Staff mails check)	

Report Period	Jan, 2025 (MTF Panel 2022-27)	Implementing
Risk Level	On Track	

Monthly Updates	The SRO team geared up the preparation for 2025 MTF Regular and Early Panel Pilot data collection that will start in mid-April 2025. We conducted the Winter Location project training on 1/15/25 and the production started on 1/16 and will end on 2/19/25. During the month of Jan, the SRO team coordinated with the MTF research on updating and testing the systems and surveys.

Special Issues

Cost as of Jan 31, 2025	*Total Cost to Date (direct + indirect):*	2,080,739.33
	Est Cost at Completion (E$AC):	4,023,973.07
	Total Budget:	3,895,217.00
	Variance (Total Budget minus- E$AC):	-128,756.07
	Reason for Variance:	We continue to make projection adjustments to make sure we charge the project for all the work we have done.

Projections as of Jan 31, 2025	*Dollars Projected for Month:*	57,848.24
	Actual Dollars Used:	54,249.44
	Variance (Projected minus Actual):	3,598.80
	Reason for Variance:	Hours charged were lower than projected.

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

Other Measures

Project Name	**(NDWS) National Dementia Workforce Study (On Track)**
Project Mode	Primary: Not Available
Project Type	Sponsored Projects
Budget	**Direct Budget**: 4,327,548.00 **Indirect Budget:** 2,423,425.00 **Total Budget:** 6,750,973.00
Principal	Donovan Maust (Michigan Medicine)
Investigator/Clients	Joanne Spetz (University of California, San Francisco)
	James Wagner (University of Michigan - Survey Research Center)
Funding Agency	NIA
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Piotr Dworak
	Budget Analyst: Nicole Danielle Doher
	Production Manager:
	Senior Project Advisor: Stephanie A Chardoul
	Production Manager 1: Dedra Campbell
	Production Manager 2: Lisa S Holland
Proposal #	no data
Description	The National Dementia Workforce Study (NDWS) will be launched by a national team of experts in clinical care of persons living with dementia, survey research, and health workforce research. The goal of the NDWS data infrastructure is to allow researchers and policymakers to ask and answer scientific questions to help build the workforce of clinicians and other professional care providers required by the growing population of persons living with dementia in the U.S. The Core of NDWS will be four surveys that reflect key elements of the professional dementia care workforce in the U.S.: Community Clinicians, Nursing Home Staff, Home Care Staff, and Assisted Living Staff. In addition to these surveys, the NDWS team will develop a variety of additional data sources that can be linked with the surveys in order to maximize the scientific potential of the surveys. The project's activities will be conducted through five Cores: 1) Administrative; 2) Screening and Survey Instrument; 3) Administrative Data Transfer, Masking, Access, and Ethics; 4) Data Collection, Linkages, Cleaning, and Sharing; and 5) Research Studies. The overall aims are to: 1) Launch a family of four nationally representative professional dementia workforce surveys covering the key care delivery settings in the U.S.; 2) Through the National Dementia Workforce Study, build a data infrastructure surrounding the dementia workforce surveys that allows researchers to generate critical insights into the professional dementia care workforce and associated outcomes for PLWD; and 3) Develop and expand the community of researchers focused on the professional dementia care workforce overall and that use the National Dementia Workforce Study data infrastructure. SRO's work is associate with Cores 2 and 4.
SRO Project Period	10/2023 - 09/2028
Data Col Period	
Security Plan	NA

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members	Lisa Holland, Raphael Nishimura, Ji Qi, AB Fuqua-Smith, Liliana Grueber, Jackson Collier, Margaret Hudson (until Jan 2025)
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (NDWS)	Implementing
Risk Level	On Track	

Monthly Updates	January activities:
	* Despite slow data collection NDWS had a positive reception from NIA and other reviewers during the Data Monitoring Committee meeting. DMC recognized that some of the work (in particular, recruitment of Home Care agencies) is and has been traditionally challenging and commended the team on trying to refine approaches and interventions to maximize response rates.
	* The pace of Wave 1 data collection remains slow, in particular with Home Care sample type (7 facilities recruited) while Assisted Living and Nursing Homes facilities participate at a slightly higher rate (28 and 23 recruited respectively). Community Clinicians are @ 18% response rate which is less than 40% expected. The data collection teams are focused on adapting strategies for Wave 2 learning from the current experiences.
	* Wave 1 is ending on March 31st.
	* Wave 2 encompasses CC Non-response follow up, new facility and staff recruitment. Also, in June and July 2025, we will start AL, NH staff re-interviews.
	* Wave 2 sample frame development has been completed and sample is being delivered.

Special Issues

Cost as of Feb 18, 2025	**Total Cost to Date (direct + indirect):**	1,011,526.51
	Est Cost at Completion (E$AC):	6,389,149.56
	Total Budget:	6,750,973.00
	Variance (Total Budget minus- E$AC):	361,823.44
	Reason for Variance:	We updated allocations through year 2 of the study but more updates are needed to negate the underrun.
Projections as of Feb 18, 2025	**Dollars Projected for Month:**	120,130.29
	Actual Dollars Used:	87,759.70
	Variance (Projected minus Actual):	32,370.59
	Reason for Variance:	Our involvement in the work varies and are currently less involved than projected.

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

Other Measures

Project Name	**(PR-PSID) Puerto Rico Panel Study of Income Dynamics (Some Concerns)**		
Project Mode	Primary: Face to Face Secondary: Telephone Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 828,581.00	**Indirect Budget:** 464,004.00	**Total Budget:** 1,292,585.00
Principal	Narayan Sastry (University of Michigan)		
Investigator/Clients	Elizabeth Fussel (Brown University)		
Funding Agency	NICHD, with supplemental funding being sought from NIA		
IRB	*HUM#:* HUM00197300		*Period of Approval:* 4/5/2022-3/22/24
Project Team	*Project Lead:* Camila Kendall		
	Budget Analyst: Ivanna Iavorska-Em		
	Production Manager:		
	Senior Project Advisor: Stephanie A Chardoul		
	Production Manager 1: Camila Kendall		
	Production Manager 2:		
Proposal #	no data		
Description	SRO will work with the PIs and a local survey firm in Puerto Rico, Estudios Técnicos (ETI), to develop a sample frame, sample design, questionnaire and data collection protocols for both pilot data collection (in 2022) and baseline data collection (in 2023). DMSS will provide assistance with sample design and implementation, responsive design, panel maintenance issues, and creation of sample weights. SRO will update the PSID-21 Spanish instrument for use specifically in PR. SRO will assist with the preparation of training materials for Listing training, Pretest and Main Data collection and will travel to PR to be on-site for these trainings. SRO will define reports for production and quality control monitoring that will be programmed through the SurveyTrak system, and train the research team on using these reports. All data will be collected by ETI's interviewers in PR and will be encrypted and transmitted daily via SurveyTrak to a secure SRC server. SRO will also assist with data processing.		
SRO Project Period	01/2022 - 12/2023		
Data Col Period			
Security Plan	NA		

Milestones	*Pre Production Start:* 10/01/2021		*Pretest Start:* 02/05/2024
	Pretest End: 03/11/2024		*Recruitment Start:*
	Staffing Complete:		*GIT Start:* 01/30/2024
	SS Train Start: 01/31/2024		*SS Train End:* 02/02/2024
	DC Start:		*DC End:*

Other Project Team Members	Shonda Kruger-Ndiaye & Camila Kendall -- Co-Project Leads Raphael Nishimura -- Sampling Tech Team: Marsha Skoman (Tech Lead & STrak Programmer), Jude Purillo (Lead Blaise Programmer), Kelly Lieske (Programming Support), Valyn Dall (Data Manager), Jennie Williams (Data Management Support), Emmanuel Ellis (Help Desk), Cheng Zhou (Database setup), Lihshwu Ke (Database set up) Spanish Testing and Project Support: Liliana Grueber
Other Project Name	
Sample Mgmt System	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Laptop
DE Software	N/A
QC Recording Tool	Camtasia
Incentive	Yes, R; Yes, INF
Administration	Other (ETI (Puerto Rican Survey Firm))
Payment Type	Check, post (Varies by study phase); Cash, post (Varies by study phase)
Payment Method	Other (Via ETI Systems)

Report Period	Jan, 2025 (PR-PSID)	Implementing
Risk Level	Some Concerns	
Monthly Updates	No update on Americorps funding. ETI contract expired in May 2024. PIs worked with procurement to extend the contract to May 31, 2027.	

SRO has made good progress on reviewing and updating training materials. Training dates are still TBD, aiming for mid-May.

SRO sent ETI respondent materials to review. Aiming to submit the first IRB amendment in mid-March.

SRO provided ETI with segment maps for the selected sample. ETI will use the Maps to help inform staffing decisions. SRO requested that ETI provide addresses and phone numbers so that we can test Accurint phone number matching.

Worked with ETI on hardware procurement -- the laptop model used during pretest is no longer available.

Blaise programming is well underway -- all of the Core 25 mods have been programmed. Blaise testing will begin in March. Confirmed plan with PIs to add a small CS block before the Family Listing so that Blaise can randomly select one Family Unit when there are multiple living in the same Housing Unit.

Special Issues	Same as last month -- overrun and uncertainty around PCP work scope which is new to SRO.		
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*		682,731.15
	Est Cost at Completion (E$AC):		1,474,710.73
	Total Budget:		1,292,585.00
	Variance (Total Budget minus- E$AC):		-182,125.73
	Reason for Variance:	Overall projected cost to complete decreased by ~$15k due to reduction in tech categories based on recent actuals.	
Projections as of Feb 18, 2025	*Dollars Projected for Month:*		38,218.55
	Actual Dollars Used:		21,059.78
	Variance (Projected minus Actual):		17,158.77
	Reason for Variance:	Actuals across tech categories were less than projected. Majority of these projections were not moved forward.	

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:			
	Current Actual:			
	Estimate at Complete:			
	Variance:			
Other Measures				

Project Name	**(PSID 2025 OCU) PSID 2025 Online Contact Update (On Track)**		
Project Mode	Primary: Web Secondary: Mail Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 52,360.00	**Indirect Budget:** 29,326.00	**Total Budget:** 81,686.00
Principal	Katherine McGonagle (PSID)		
Investigator/Clients	Noura Insolera (PSID)		
Funding Agency	NSF		
IRB	*HUM#:* HUM00062417		*Period of Approval:*
Project Team	*Project Lead:* Camila Kendall		
	Budget Analyst: Ivanna Iavorska-Em		
	Production Manager:		
	Senior Project Advisor: Stephanie A Chardoul		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	SRO will update the Blaise and MSMS specifications from 2022 and program and test a Blaise 5 web instrument and web portal with authentication that allows PSID and TAS respondents to confirm or update their contact information via an online survey. SRO will provide PSID authenticated links so that they can merge QR codes that will be embedded in a mailing sent to the respondents. SRO will also program and send the respondents up to three email reminders with an authenticated link. This project is under the PSID Core IRB.		
SRO Project Period	04/2024 - 05/2025		
Data Col Period	07/2024 - 12/2024		
Security Plan	NA		

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members	Shonda Kruger-Ndiaye -- PSID Suite Lead Rachel Orlowski -- PSID Survey Director Daric Throne -- MSMS Spec Lead James Rodgers -- MSMS Lead Karl Dinkelmann -- Blaise Lead Jeffrey Smith -- TSG Lead Jude Perillo -- Blaise Programmer Darnell Christian -- MSMS Set Up Programmer Edward Green -- Data Manager Rose Zdybel -- Data Management Support Laura Yoder -- Archiving Ivanna Iavorska-Em -- Financial Analyst
Other Project Name	
Sample Mgmt System	MSMS
Data Col Tool	Blaise 5
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Yes, R
Administration	ISR Group (PSID)
Payment Type	Check, post ($10); Other (electronic, post--JP Morgan)
Payment Method	NA

Report Period	Jan, 2025 (PSID 2025 OCU)	Implementing
Risk Level	On Track	
Monthly Updates	Data Collection ended on 12/8.	

No on-going project activities until project archiving, scheduled for May.

Special Issues

Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*		75,598.09
	Est Cost at Completion (E$AC):		77,927.84
	Total Budget:		81,686.00
	Variance (Total Budget minus- E$AC):		3,758.16
	Reason for Variance:	Minimal on-going work. Actuals have slightly less than projections.	
Projections as of Feb 18, 2025	*Dollars Projected for Month:*		1,643.63
	Actual Dollars Used:		1,201.36
	Variance (Projected minus Actual):		442.27
	Reason for Variance:	Minimal on-going work until project archiving in May	

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

Other Measures

Project Name	(PSID CDS23 Phase 2) PSID Childhood Development Supplement 2023 Phase 2 (On Track)		
Project Mode	Primary: Mixed Total of Modes: 3		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 1,618,383.00	**Indirect Budget:** 906,295.00	**Total Budget:** 2,524,678.00
Principal Investigator/Clients			
Funding Agency			
IRB	*HUM#:* HUM00166316		*Period of Approval:*
Project Team	*Project Lead:* Camila Kendall		
	Budget Analyst: Ivanna Iavorska-Em		
	Production Manager: Sarah Crane		
	Senior Project Advisor: Stephanie A Chardoul		
	Production Manager 1: Barbara Aghababian-Homburg		
	Production Manager 2: Carolyn Vieira-Martinez		
Proposal #	no data		
Description	Primary Caregivers (PCG) with children aged 5+, who completed Phase 1 of CDS (the phone interview) will be invited to provide a saliva sample during phase 2. The SSL will assemble kit mailings that will be shipped to respondents in weekly releases. Field interviewers will follow up via phone, email, and text to encourage participation. Additionally, Field IWERs will make FTF visits to pick up saliva samples, and offer cash payments.		
SRO Project Period	06/2024 - 02/2025		
Data Col Period	09/2024 - 01/2025		
Security Plan	NA		

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members	Project Lead -- Camila Kendall Field Production Management -- Sarah Crane & Barb Aghababian-Homburg SSL Production Management Lead (Assembly & Logging) -- Carolyn Vierra-Martinez SSL Production Management Support (Assembly & Logging) -- Ian Woods Project Management Support -- Xiomara Lorenzo-Guerra, Nahid Sultana Tech Lead -- Jeff Smith PDMG Tech Lead -- Ian Ogden
Other Project Name	CDS Saliva Collection
Sample Mgmt System	SurveyTrak
Data Col Tool	NA
Hardware	Laptop; [UM cell] Phone
DE Software	NA
QC Recording Tool	N/A
Incentive	NA
** Administration**	NA
** Payment Type**	NA
** Payment Method**	NA

Report Period	Jan, 2025 (PSID CDS23 Phase 2)	Initiation
Risk Level	On Track	
Monthly Updates	Wildfire response -- worked with DMSS to overlay wildfire evacuation zone data on our mapping tool. Did not contact cases within a 10 mile radius of the evacuation area until the end of production. Endgame began on 1/13, through 1/31. Incentive increased to $40 per sample. All IWER outreach ended on 1/31. Only TLs will be staffed on the project in February -- TLs will handle any remaining Saliva Problem cases that require outreach.	

Consent Follow Up began in mid-January. 55 cases were initially flagged (41 missing consent, 14 with invalid consent).

Discovered that an IWER had falsified a FTF trip (scheduled for December) in early January, when DCS investigated discrepant administrative records. It was discovered that the IWER had never checked into their hotel. DCS was able to track the IWER's cell phone and confirmed that the cell phone was not in the area of the FTF trip on the dates of the scheduled trip. Confirmed that the IWER never sent back any saliva samples from their FTF efforts. However, the IWER had coded out two cases as final refusals via falsified interactions. Both of these refusals were reactivated and incorporated into the Endgame protocol. Despite FTF effort ending on 12/21, received PI permission to travel a TL to this IWER's area to ensure that the cases were worked FTF. IWER was terminated by DCS.

Held IWER debriefing -- interviewers provided helpful feedback and had an overall positive experience working on the project, despite the "light touch" contact protocol that required minimal attempts per week.

Overall RR as of 2/20: 30.8% (Goal is 34%)
Rel 1 (n=172) - 41.9%
Rel 2 (n= 528) - 35.8%
Rel 3 (n=491) - 33.6%
Rel 4 (n=135) - 42.2%
Rel 5 (n=141) - 20.6%
Rel 6 (n=70) - 21.4%
Rel 7 (n=358) - 14.5%
Rel 8 (n = 28) - 32.1%

Special Issues			
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*		1,168,660.25
	Est Cost at Completion (E$AC):		1,481,086.50
	Total Budget:		2,524,678.00
	Variance (Total Budget minus- E$AC):		1,043,591.50
	Reason for Variance:	Sample size was significantly less than budgeted (1,932 R's invited to phase 2, budgeted for 2,705). IWER hours and non-sal costs have been significantly lower than budgeted, due to smaller sample size.	
Projections as of Feb 18, 2025	*Dollars Projected for Month:*		209,791.39
	Actual Dollars Used:		173,617.51
	Variance (Projected minus Actual):		36,173.88
	Reason for Variance:	Reduced non-salary costs in freight, postage, and travel domestic categories to better reflect actuals	

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

Project Name	**(PSID23) Panel Study of Income Dynamics Core 2023 (On Track)**
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 3
Project Type	Sponsored Projects
Budget	**Direct Budget**: 6,235,802.00 **Indirect Budget:** 0.00 **Total Budget:** 6,235,802.00
Principal	Katherine McGonagle (UM-SRC-PSID)
Investigator/Clients	Narayan Sastry (UM-SRC-PSID)
	Esther Friedman (UM-SRC-PSID)
Funding Agency	
IRB	*HUM#:* HUM00062417 ***Period of Approval:*** 3/22/22-3/21/24
Project Team	*Project Lead:* Rachel Anne Orlowski
	Budget Analyst: Ivanna Iavorska-Em
	Production Manager: Stacy Quisenberry
	Senior Project Advisor: Stephanie A Chardoul
	Production Manager 1: Daric Thorne
	Production Manager 2: Shonda R Kruger-Ndiaye
Proposal #	no data
Description	The Panel Study of Income Dynamics (PSID--also 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 2023 sample size will be approx. 11,200, with approx. 9,650 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; fertility; COVID-19; 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 survey will be administered via web and telephone, with the expectation that more surveys will be completed via web than telephone (which will be a first for the study). During the 2023 wave, saliva samples will be collected for the first time on PSID Core. The Core interview must be completed to be eligible for saliva collection. Saliva sample participants that are eligible for collection during Core are adults related to Child Development Supplement (CDS) children but do not live with them. Interviewers will be trained on both the interview and saliva collection protocols. Both data collection efforts will be managed in the same MSMS project. The 2023 waves of CDS and the Transition into Adulthood (TAS) will follow PSID Core data collection. CDS and TAS eligibility is dependent upon completion of PSID Core.
SRO Project Period	03/2022 - 09/2024
Data Col Period	03/2023 - 04/2024
Security Plan	NA

Milestones			
	Pre Production Start: 03/01/2022	*Pretest Start:* 10/11/2022
	Pretest End: 10/31/2022	*Recruitment Start:* 09/19/2022
	Staffing Complete: 04/21/2023	*GIT Start:* 06/05/2023
	SS Train Start: 03/08/2023	*SS Train End:* 06/11/2023
	DC Start: 03/23/2023	*DC End:* 04/30/2024

Other Project Team Members	TSG Tech Leads - Jim Rodgers, Jeff Smith, & Karl Dinkelmann; Data Manager - Brad Goodwin & Ed Green; 68ID Site Programmer - Ashwin Dey; Blaise Programmer - Jude Perillo; MSMS Programmers - Pam Swanson & Darnell Christian; Self Scheduler Programmer - Peter Sparks; Help Desk - David Bolt, Andrea Pierce, & Deb Wilson; Production Tech Support - Sarah Broumand; Testing Coordinator - Camila Kendall; SSL Production Manager: Carolyn Vieira-Martinez; DCO Production Manager: Lorraine Bird; Saliva Project Manager: Mark Nathin; Project/Production Support - Saujanya Acharya, Mat Luna, Janet McBride, & Xiomara Lorenzo-Guerra; Reporting, Mapping, & Sample Assignment - Ji Qi & Wen Chang
Other Project Name	PSID Core 2023
Sample Mgmt System	MSMS
Data Col Tool	Blaise 5
Hardware	Laptop; [UM cell] Phone
DE Software	N/A
QC Recording Tool	Camtasia
Incentive	Yes, R; Yes, Other (Locator, Proxy)

Administration	ISR Group (PSID)
Payment Type	Check, post (Varies); Cash, post (Varies); Other (electronic, post--JP Morgan)
Payment Method	Check through other system (PSID will handle check & e-payment via RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (PSID will handle check & e-payment via RAPS)

Report Period	Jan, 2025 (PSID23)	Closing
Risk Level	On Track	
Monthly Updates	Summary of January 2025 Activities Saliva Collection Preparing to close the project at SRO. Awaiting confirmation from PSID on when to deliver paper consents. Awaiting CDS23 Phase II's purchase of leftover PSID23 Core saliva kits (and transfer of funds) to produce the final cost report.	
Special Issues	Saliva data collection (including FTF visits) started later than originally planned. Saliva RR short of budgeted target (44%).	

Cost as of Jan 08, 2025	Total Cost to Date (direct + indirect):	5,684,116.97
	Est Cost at Completion (E$AC):	5,684,116.97
	Total Budget:	6,235,802.00
	Variance (Total Budget minus- E$AC):	551,685.03
	Reason for Variance:	Main driver of underrun: Less interviewer effort & associated recharges/fees. Note: CRS has the main iw and saliva budgets loaded. Unable to separate Core IDC costs from Contact Update IDC costs. Cost values only reflect Direct Costs.

Projections as of Jan 08, 2025	Dollars Projected for Month:	0.00
	Actual Dollars Used:	48.22
	Variance (Projected minus Actual):	-48.22
	Reason for Variance:	A Survey Tech accidentally charged the account; their timesheet has been corrected. Note: Unable to separate Core IDC costs from Contact Update IDC costs. Cost values only reflect Direct Costs.

Measures		Units at Complete	RR	HPI
	Current Goal:			
	Goal at Completion:	9646	89%	6.58
	Current Actual:	9189	86%	5.59
	Estimate at Complete:			
	Variance:	457	3%	0.99

Other Measures	Notes for Measures Above: From Dashboard. Units Completed = 9189 iws (2476 CATI--27%, 6713 web--73%). Sample Invited = 10,928. BUDGET ASSUMPTIONS: Mode of completion: 60% web & 40% CATI; Of the web completes, 38% do not require any interviewer effort. HPI: 5.42 = CATI completes; 7.21 = web completes w/ interviewer follow-up; 10.17 = non-sample/non-iw. Additional 1.74 HPI for FTF NRFU cases.

Project Name	**(PSID25) Panel Study of Income Dynamics Core 2025 (On Track)**
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 2
Project Type	Sponsored Projects
Budget	**Direct Budget**: 5,003,388.00 **Indirect Budget:** 2,801,897.00 **Total Budget:** 7,805,285.00
Principal	Tom Crossley (UM-SRC-PSID)
Investigator/Clients	Esther Friedman (UM-SRC-PSID)
	Narayan Sastry (UM-SRC-PSID)
Funding Agency	NSF, NIA, NICHD
IRB	*HUM#:* HUM00062417 *Period of Approval:*
Project Team	*Project Lead:* Rachel Anne Orlowski
	Budget Analyst: Ivanna Iavorska-Em
	Production Manager: Stacy Quisenberry
	Senior Project Advisor: Stephanie A Chardoul
	Production Manager 1: Maureen Joan O'Brien
	Production Manager 2: Daric Thorne
Proposal #	no data
Description	The Panel Study of Income Dynamics (PSID--also 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 2025 sample size will be approx. 11,200, with approx. 10,000 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; fertility; COVID-19; 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 survey will be administered via web and telephone, with the expectation that more surveys will be completed via web than telephone. Talk about ancillary studies here. The 2023 waves of CDS and the Transition into Adulthood (TAS) will follow PSID Core data collection. CDS and TAS eligibility is dependent upon completion of PSID Core.
SRO Project Period	03/2024 - 09/2026
Data Col Period	03/2025 - 12/2025
Security Plan	NA

Milestones				
	Pre Production Start: 03/01/2024		*Pretest Start:* 09/16/2024
	Pretest End: 10/06/2024		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start: 02/24/2025		*SS Train End:* 06/10/2025
	DC Start: 03/10/2025		*DC End:* 12/31/2025

Other Project Team Members	TSG Tech Leads - Jim Rodgers, Jeff Smith, & Karl Dinkelmann; Data Manager - Brad Goodwin & Ed Green; 68ID Site Programmer - Ashwin Dey & Holly Ackerman; Blaise Programmer - Jude Perillo; MSMS Programmers - Pam Swanson, Darnell Christian, & Holly Ackerman; Tech Support - David Bolt & Kyle Goodman; Tech Design/Testing - Sarah Broumand & Jaime Koopman; Production Support: Lorraine Bird; Project Support: Saujanya Acharya, Janet McBride, & Xiomara Lorenzo-Guerra; Reporting, Mapping, & Sample Assignment: Ji Qi, Minako Edgar, Saujanya Acharya, & Wen Chang
Other Project Name	FES, Family Economic Study, PSID Core 2025
Sample Mgmt System	MSMS; Project specific system (68ID Site)
Data Col Tool	Blaise 5
Hardware	Laptop; [UM cell] Phone
DE Software	N/A
QC Recording Tool	Camtasia
Incentive	Yes, R; Yes, Other (Locator, Proxy)
Administration	ISR Group (PSID)
Payment Type	Check, post (Varies); Cash, post (Varies); Other (electronic, post--JP Morgan)
Payment Method	Check through other system (PSID will handle check & e-payment via RAPS); Interviewer payment of cash (reimbursed/reconciled via Tenrox) (PSID will handle check & e-payment via RAPS)

Report Period	Jan, 2025 (PSID25)	Implementing
Risk Level	On Track	

Monthly Updates	Summary of January 2025 activities:

Tech:

MSMS - Continued to explore how to implement new user management features. Anticipated release of assignment of tasks for user management is 1/20/2025. Some known issues with getting PC/PM info from FRED, and determined that PM's would be emailed as a group if a task required their notification. Began building Int 2 project on 1/15/2025 for testing, deprecating a number of text and email tasks that were no longer going to be used in production. Began building timelines for Prod Data Test and Training project creation. Hit training freeze deadline as expected, and began building the training project on 1/28. Expecting to update train after Prod freeze. With the new build of Int 2, implemented a process of deleting session data, which would affect Blaise load times when launched from MSMS or in Web. Overall, launch times shared with IDPM did not seem concerning. Task assignment based on users released with some minimal testing. Found an issue with ParentOtherRole assignment (on PSID 2025 this would be a locator) that required a fix to be released, expected in February.

Blaise - New version of instruments being was for Int 2 build of MSMS that allows testing of a number of identified bugs - 2x mode switches (CATI > Web > CATI or Web > CATI > Web), red box errors caused by server changes while in the Web instrument (corrections needed by CMT), and launch time of instruments with session data being deleted. Had been expecting a new DIM in December, but no new DIM yet available which remained the case for most of January. Some concerns RE: official support from Blaise if we are using an unofficial version of DIM, and explored options for going to prod with an earlier version of DIM. This problem resulted in a delay to the start of Prod Data Test, delaying the timeline downstream of Prod Data Test resulting in Prod release being updated from 3/3 to 3/10. Despite this delay, there were no delays necessary for training, and the train DM was signed off on allowing the training projects to be built as scheduled. We were able to test the use of a subset RPAY DM that would be exported to DP on a more regular basis (daily) for payment purposes. Some issues found, but not insurmountable and resolved by end of month. There has been on-going testing of the Spanish Blaise CATI instrument in CTT; testing of the Spanish web instrument began in January.

68-ID - Work continued early in January on some 68-ID items, but due to some resource constraints MSMS testing and updates become a priority with the development resource for 68-ID splitting some between this tool and setup programming. Began working through integration tests as Int 2 was set up, and worked on Locator Work plans. Locating work flow came into greater focus as the locating elements came online. Some issues identified with identifying the Locator assigned to a task, due to an MSMS bug requiring a fix expected in February. Training team identified some priority issues regarding a disappearing header, and family listing downloads not working correctly. These items were prioritized, but not able to be fully corrected by the end of January.

Reports - Starting to work and plan out the reports and dashboard using Int 2 as initial basis. Release file being worked on, and Iwer assignments as well.

PI Updates:
Kept PIs informed of the progress in addressing Blaise issues: 1) removing session data at session close to allow multiple mode switch cases to resume at the correct point; 2) CBS fixing the Write Interceptor to allow correct survey data to be written to the database with mode switches and interview resets. The PIs requested a look back at 2023 data to identify cases likely affected by these issues. CBS confirmed they will support us using the unofficial version of the DLL. Began discussions of a likely production delay.

There has been a focused attention on cost projections. The PIs decided to delay the release of cases impacted by the California fires.

Training:
The T3 training dates have been finalized: 6/3 - 6/10. This will be remote, half-day training with on-staff interviewers. T1 and T2 will cover both follow-up and CATI protocols; T3 will only cover follow-up protocols. The team has been working on T1 materials.

Sample Release / Mailing:
The team is finalizing the advanced mailing protocol which includes several different types of advanced mailings for different sample types.

Special Issues		
Cost as of Feb 11, 2025	***Total Cost to Date (direct + indirect):***	1,377,492.81
	Est Cost at Completion (E$AC):	7,688,669.44
	Total Budget:	7,805,285.00
	Variance (Total Budget minus- E$AC):	116,615.56
	Reason for Variance:	NOTE: Cost data do not include projection updates from February; work with financial analyst not yet complete. Removed costs associated with new hires and in-person training--now projecting an underrun. Projecting interviewers and survey specialists/directors at a higher rate than budgeted. Designing data collection and training differently than budgeted.

Projections as of Feb 11, 2025	**Dollars Projected for Month:**			234,553.47
	Actual Dollars Used:			193,983.66
	Variance (Projected minus Actual):			40,569.81
	Reason for Variance:	MSMS set-up programmers, tech support, tech leadership, project and production managers, and management support worked fewer hours than projected.		

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:	9,994	89%	4.73
	Current Actual:			
	Estimate at Complete:	9,994	89%	4.73
	Variance:			

Other Measures	'Current goals' will be populated as production goals are finalized. 'Estimated' goals at completion will be updated as production is underway.

Project Name	**(SAND COVID Follow-Up) Study of Adolescent to Adult Neural Development (SAND) COVID-19 Follow-up Study (On Track)**
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 171,983.00 **Indirect Budget:** 96,311.00 **Total Budget:** 268,294.00
Principal	Colter Mitchell (U-M, SRC)
Investigator/Clients	Helen Meier (U-M, SRC)
Funding Agency	
IRB	*HUM#:* 00246902 *Period of Approval:*
Project Team	*Project Lead:* Elizabeth Ohryn
	Budget Analyst: Dean E Stevens
	Production Manager: Lisa J Carn
	Senior Project Advisor: Shonda R Kruger-Ndiaye
	Production Manager 1: Narine Verdiyan
	Production Manager 2:
Proposal #	no data
Description	The Study of Adolescent to Adult Neural Development (SAND) COVID follow-up study is a supplement of the Future of Families Child Wellbeing Study (FFCWS). FFCWS is a longitudinal research project that follows a cohort of nearly 5,000 children born in large U.S. cities in either 1998 or 2000. The study focuses on the influence of social and economic conditions in tandem with the capabilities of parents, the well-being of children, and the policies affecting disadvantaged families. SAND Neuroimaging is a supplement study to the FFCWS. The purpose of SAND Neuroimaging is to learn more about how childhood environments shape brain development and behavior from adolescence into young adulthood. Once child participants reached age 15, the study conducted MRIs and behavioral and psychological assessments. Neuroimaging takes place at regular intervals into adulthood. These assessments help in correlating brain development with cognitive abilities, emotional regulation, social skills, and other important functions.

As a result of the COVID-19 pandemic, and because in-person neuroimaging was no longer an option, the FFCWS launched another study, SAND COVID-19, in 2020. The aim of this study is to gather information on familial pairs of young adults (YA) and their parent/primary caregivers (PCG) on how the COVID-19 pandemic impacted their families, households, and communities.

Now, four years later, this project is conducting another wave called SAND COVID-19 Follow-up, to which SRO is contributing. This project seeks to gather self-administered Qualtrics interviews from young adult and former caregiver respondents. SRO's role is in encouraging respondents' web completions via a contact protocol including email, text, and phone reminders. If needed, we may take several additional steps to locate our sample individuals including in-depth and batch locating using a paid service such as Accurint. |
SRO Project Period	05/2024 - 01/2025
Data Col Period	08/2024 - 12/2024
Security Plan	NA

Milestones			
Pre Production Start: 05/01/2024		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Complete:		*GIT Start:*	
SS Train Start: 08/01/2024		*SS Train End:*	
DC Start: 08/05/2024		*DC End:* 12/31/2024	

Other Project Team Members	Data Manager - Brianna Sabol; Blaise Programmer - Max Malhotra; Data Management Support: Jennie Williams; Batch Communications: Hueichun Peng and Shaowei Sun
Other Project Name	
Sample Mgmt System	SMS
Data Col Tool	Other (Qualtrics)
Hardware	Laptop; Desktop; [UM cell] Phone
DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	Other (SAND Project Staff)
Payment Type	N/A
Payment Method	N/A

Report Period	Jan, 2025 (SAND COVID Follow-Up)	Implementing
Risk Level	On Track	
Monthly Updates	January Update	

Data Collection
- All data collection activities concluded at the end of December 2024. RCT fielded some miscellaneous payment questions.

Data Management / Technical
- Final close-out scripts were created for Blaise sample code out.
- The data management team is ready to add information about emails and mailings sent to respondents to the final reports delivered to the PIs. These modes of contact were not added to Blaise as they occurred; instead, post-data collection was added to ensure a record of them being sent. This helped keep costs low while ensuring a record of their existence.
- Due to other organizational priorities and planning for the project, closeout, and final deliverables will be completed in February. PIs are ok with this timeframe.

Management Team
- Reviewed sample to determine final codes for each case. This was done through both individual case review and scripts that teased on cases in locating, no contact ever and prior resistance.

Special Issues			
Cost as of Feb 18, 2025	**Total Cost to Date (direct + indirect):**		266,277.01
	Est Cost at Completion (E$AC):		268,275.35
	Total Budget:		268,294.00
	Variance (Total Budget minus- E$AC):		18.65
	Reason for Variance:	Actual costs are expected to match closely to the estimated cost to complete.	
Projections as of Feb 18, 2025	**Dollars Projected for Month:**		7,755.23
	Actual Dollars Used:		7,327.09
	Variance (Projected minus Actual):		428.14
	Reason for Variance:	Technical hours for closeout activities were less than expected. A late-to-hit database charge	

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:			
	Current Actual:	1342	55%	
	Estimate at Complete:			
	Variance:			

Other Measures

Project Name	(SCA Web 2025) SCA Web 2025 (On Track)		
Project Mode	Primary: Not Available		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 136,554.00	**Indirect Budget:** 0.00	**Total Budget:** 136,554.00
Principal	Joanne Hsu (Survey of Consumers - ISR)		
Investigator/Clients	Tuba Suzer Gurtekin (Survey of Consumers - ISR)		
Funding Agency			
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* William Keating		
	Budget Analyst: Dean E Stevens		
	Production Manager:		
	Senior Project Advisor: Nicole G Kirgis		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	SCA Web is the latest iteration of data collection for the Survey of Consumers. All data collection is done through an online survey. SRO responsibilities include setup/support of technical systems, coding answers to open ended questions, and general project management support.		
SRO Project Period	01/2025 - 12/2025		
Data Col Period			
Security Plan	NA		

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members	Karl Dinklemann (Programmer/Analyst)
	Kelly Chatain (Archivist)
	Andrew Piskorowski (BI Analyst)
	Cheng Zhou (Database Analyst/Programmer)
	Jennie Williams (General Programmer/Analyst)
	Deb Seale (SSL Operations Manager)
	iAn Woods (Coder)
	Ann Munster (Coder)
	Nancy Walker (Coder)
	Lisa Carn (Coder)
	Peter Sparks (Programmer)
	Carolyn Vieira-Martinez (Survey Specialist)
Other Project Name	SCA Web 2025
Sample Mgmt System	Web SMS
Data Col Tool	Blaise 5
Hardware	NA
DE Software	N/A
QC Recording Tool	N/A
Incentive	Not used
Administration	N/A
Payment Type	N/A
Payment Method	N/A

Report Period	Jan, 2025 (SCA Web 2025)	Initiation
Risk Level	On Track	
Monthly Updates	SCA Web coding processed 1236 cases during the January calendar month with an additional 146 assigned for check coding as a measure of IRR. The January 2025 calendar month included coding of cases from late December 2024 as coding paused on 12/24 through the end of year due to the holiday. January coding	

began on 1/2/25 and contained a regular coding pause for system maintenance on January 22th.

Special Issues			
Cost as of Feb 18, 2025	**Total Cost to Date (direct + indirect):**		6,883.38
	Est Cost at Completion (E$AC):		125,054.29
	Total Budget:		136,554.00
	Variance (Total Budget minus- E$AC):		11,499.71
	Reason for Variance:		The monthly and overall project variance will be the same. This is due to the first month of the project in the new calendar year. Programming costs during the January 2025 calendar month came in substantially lower than projected. Only minor programming changes/updates were needed for the February 2025 survey.
Projections as of Feb 18, 2025	**Dollars Projected for Month:**		11,832.38
	Actual Dollars Used:		6,883.38
	Variance (Projected minus Actual):		4,949.00
	Reason for Variance:		Programming costs were significantly less than projected for January 2025.

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:	N/A	N/A	N/A
	Goal at Completion:	N/A	N/A	N/A
	Current Actual:	N/A	N/A	N/A
	Estimate at Complete:			
	Variance:			

Other Measures

Project Name	**(SCIP 2024) Sustainability Cultural Indicators Project (On Track)**
Project Mode	Primary: Web Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 137,834.00 **Indirect Budget:** 0.00 **Total Budget:** 137,834.00
Principal	John Callewaert, Co-PI (SRC, College of Engineering)
Investigator/Clients	Robert Marans, Co-PI (SRC)
	Noah Webster, Co-PI (SRC)
Funding Agency	U-M
IRB	***HUM#:*** HUM00260230 ***Period of Approval:***
Project Team	***Project Lead:*** Donnalee Ann Grey-Farquharson
	Budget Analyst: David Kellermeyer
	Production Manager:
	Senior Project Advisor: Shonda R Kruger-Ndiaye
	Production Manager 1: James Koopman
	Production Manager 2: Hongyu Johnson
Proposal #	no data
Description	SCIP 2024 is the 7th wave of the project since its inception in 2012. The SCIP (Sustainability Cultural Indicators Project) is a multi-year project designed to measure and track the culture of sustainability, originally on the U-M Ann Arbor campus. In Fall 2021, SCIP expanded to include the U-M Flint and U-M Dearborn campuses, making Fall 2021 the most recent wave of the project. For the 2024 data collection, SRO will continue to use Qualtrics software for the web survey instrument. The basic sampling and methodological design of the project will be similar to that of the 2021 wave. For all three campuses the sample will include freshmen, sophomore, juniors, seniors and graduate students, as well as faculty and staff. In addition, for the Ann Arbor campus there is the addition of a panel with the re-interview of freshmen from 2021, who are now seniors in the fall of 2024. Milestones: Kickoff meeting (SRO) - 8/12/2024 Pretest - 9/11, 9/12 Pre-invitation Email from Chancellors - 10/3/2024 Pre-invitation Email from President Ono - 10/7 Production Launch - 10/7/2024 Email Invitation Letter - 10/9/2024 Reminder 1 - 10/16, 10/17, 10/17 Reminder 2 - 10/30, 10/31,10/31 Reminder 3 - 11/6, 11/7, 11/7 Final Reminder - 11/20, 11/21, 11/21 Production End - 12/9/2024
SRO Project Period	08/2024 - 03/2025
Data Col Period	10/2024 - 12/2024
Security Plan	NA

Milestones		
Pre Production Start:	***Pretest Start:***	
Pretest End:	***Recruitment Start:***	
Staffing Complete:	***GIT Start:***	
SS Train Start:	***SS Train End:***	
DC Start:	***DC End:***	

Other Project Team Members	Shonda Kruger-Ndiaye Senior Project Advisor (SPA) Donnalee Grey-Farquharson Project Co-Lead Helen Johnson Project Co-Lead James Koopman Project Manager Raphael Nishimura Sampling/Mapping Minako Edgar Reports/Mapping Laura Yoder Data Manager Lead Asia Paige Data Manager Carl Remmert Financial Analyst Senior David Kellermeyer Financial Analyst
Other Project Name	
Sample Mgmt System	Project specific system (Qualtrics)
Data Col Tool	Other (Qualtrics)
Hardware	NA

DE Software	N/A
QC Recording Tool	N/A
Incentive	Yes, R
Administration	SRO Group
Payment Type	Other (Tango cards)
Payment Method	Other (Electronic gift cards via email)

Report Period	Jan, 2025 (SCIP 2024)	Implementing
Risk Level	On Track	
Monthly Updates	During the month of January, 2025, the DMSS team continued to work on post-data collection activities, including weighting the data and delivering reports to the PIs. Meanwhile, the team staff distributed the $100 payments to the lottery winners.	
Special Issues		
Cost as of Jan 31, 2025	*Total Cost to Date (direct + indirect):*	87,408.21
	Est Cost at Completion (E$AC):	120,769.25
	Total Budget:	137,834.00
	Variance (Total Budget minus- E$AC):	17,064.75
	Reason for Variance:	As of January 2025, we have a favorable variance after adding the additional funds to cover the remaining lottery payments and after adjusting staff hours based on tasks needs. We'll continue to monitor the projections during the next two months.
Projections as of Jan 31, 2025	*Dollars Projected for Month:*	15,074.50
	Actual Dollars Used:	10,007.86
	Variance (Projected minus Actual):	5,066.64
	Reason for Variance:	We allocated more hours to two key staff who are handling post-data collection activities. A few staff used less than projected. We'll monitor expenses in the next two months.

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:			
	Current Actual:			
	Estimate at Complete:			
	Variance:			
Other Measures				

Project Name	**(SRS 2021) Social Relations 2023 (On Track)**
Project Mode	Primary: Face to Face Total of Modes: 1
Project Type	Sponsored Projects
Budget	**Direct Budget**: 3,937,057.11 **Indirect Budget:** 2,204,753.00 **Total Budget:** 6,141,810.11
Principal	Toni Antonucci (ISR)
Investigator/Clients	Kristine Ajrouch (ISR)
	Laura Zahodne (ISR)
Funding Agency	NIH
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Barbara Lohr Ward
	Budget Analyst: Christine Evanchek
	Production Manager: Veronica Connors-Burge
	Senior Project Advisor: Nicole G Kirgis
	Production Manager 1: Taghreid Lovell
	Production Manager 2: Ian Ogden
Proposal #	no data
Description	Conduct 3400 interviews with respondents aged 35 years or older residing in the tri-county area of Southeast Michigan (Wayne, Oakland and Macomb counties) and 244 interviews with original Social Relations panel sample members aged younger than 65 years of age. The project involves screening up to 6900 new sample lines., with one selected respondent per household. The interview will consist of a 60 minute core interview (content from the Social Relations interview), a 60 minute cognitive interview and a series of physical measurements (height, weight, blood pressure, grip strength) and saliva collection. The SRS 2023 project will use the same instrument programmed for the D-Amp project, with the only new programming being that for a screener. The screener will be translated into Arabic. No informant or proxy interview is included in the project scope. Interviews will be conducted in English or Arabic.
SRO Project Period	09/2021 - 05/2023
Data Col Period	05/2023 - 04/2024
Security Plan	NA

Milestones			
	Pre Production Start: 09/01/2022	*Pretest Start:*	
	Pretest End:	*Recruitment Start:* 02/01/2023	
	Staffing Complete: 04/10/2023	*GIT Start:* 05/16/2023	
	SS Train Start: 05/18/2023	*SS Train End:* 05/25/2023	
	DC Start: 05/30/2023	*DC End:* 12/31/2024	

Other Project Team Members	Taghreid Lovell, Veronica Connors-Burge, Mathew Luna, Jeff Smith, Ashwin Dey, Kelly Liesko, Peter Sparks, Raphael Nishimura, John Gawlas, Valyn Dall
Other Project Name	Social Relations 2022, DAWN, Social Relations 2023
Sample Mgmt System	SurveyTrak
Data Col Tool	Blaise 4.8
Hardware	Laptop; [UM cell] Phone; Paper and Pencil
DE Software	Other (Weblog)
QC Recording Tool	DRI-CARI
Incentive	Yes, R
Administration	SRO Group
Payment Type	Cash, prepaid ($75 respondent, $25 informant); Other ($2 screener incentive)
Payment Method	Interviewer payment of cash (reimbursed/reconciled via Tenrox)

Report Period	Jan, 2025 (SRS 2021)	Closing
Risk Level	On Track	
Monthly Updates	SRS is closing; interviewing ended in early January. Team Leaders and project management staff are reviewing all cases and applying final codes to screener lines and to main interview lines. We only just received instructions from the research team on how to handle partial cases. This will increase the number of completes slightly.

We are still waiting for some cost transfers to be handled by Fin Ops. This is one of the reasons for projections not lining up with actuals. | |

Special Issues

Cost as of Feb 21, 2025	*Total Cost to Date (direct + indirect):*	5,898,827.34
	Est Cost at Completion (E$AC):	6,132,693.40
	Total Budget:	6,141,810.11
	Variance (Total Budget minus- E$AC):	9,116.71
	Reason for Variance:	This financial result does not reflect projections that were updated. Team Leaders and the project management team will be working on close out activities, which may reduce this variance.
Projections as of Feb 21, 2025	*Dollars Projected for Month:*	194,882.52
	Actual Dollars Used:	141,546.68
	Variance (Projected minus Actual):	53,335.84
	Reason for Variance:	A large training transfer was not processed by Fin Ops. In addition, Team Leaders did not charge hours that were anticipated during the month as we were waiting for close out instructions to be finalized. We are working with the field team to ensure that Team Leaders charge time for close out activities to the correct project.

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:	1300 new/244 panel		
	Goal at Completion:	1300 new, 244 panel		
	Current Actual:	1350 new /203 panel	32% scr/56% main	8.8 new/14.0 panel
	Estimate at Complete:			
	Variance:			

Other Measures	Production is shown as of 2/23/2025. Partials interviews have not yet been incorporated into the final counts. Screening HPS = 7.1 hours per screen in low-MENA areas, with 55 miles per screen.

Project Name	**(STARRS-LS Waves 3, 4, 5 (Yr1)) Study to Assess Risk and Resilience in Servicemembers-Longitudinal Study (On Track)**		
Project Mode	Primary: Web Secondary: Telephone Total of Modes: 2		
Project Type	Sponsored Projects		
Budget	**Direct Budget**: 8,809,515.00	**Indirect Budget:** 4,920,601.00	**Total Budget:** 13,730,116.00
Principal	James Wagner (University of Michigan)		
Investigator/Clients	Robert Ursano (Uniformed Services University of the Health Scienc)		
	Murray Stein / Ron Kessler (University of California San Diego / Harvard)		
Funding Agency	Department of Defense		
IRB	*HUM#:* HUM00180765		**Period of Approval:** 3/21/24 - 3/20/25
Project Team	*Project Lead:* Meredith A House		
	Budget Analyst: William Lokers		
	Production Manager: Ruth B Philippou		
	Senior Project Advisor: Lisa S Holland		
	Production Manager 1: Jeffrey Albrecht Jr		
	Production Manager 2: Lisa M Lewandowski-Romps		
Proposal #	no data		
Description	This project is a continuation of the Army STARRS study (Army Study to Assess Risk and Resilience in Servicemembers). 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.

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.

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.

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). | | |
SRO Project Period	05/2020 - 02/2025		
Data Col Period	11/2022 - 04/2024		
Security Plan	Yes		

Milestones	*Pre Production Start:* 04/01/2024	*Pretest Start:*
	Pretest End:	*Recruitment Start:* 08/19/2024
	Staffing Complete: 10/29/2024	*GIT Start:* 11/12/2024
	SS Train Start: 11/21/2024	*SS Train End:* 11/26/2024
	DC Start: 11/11/2024	*DC End:* 05/03/2026

Other Project Team Members	Ryan Yoder, Keith Liebetreu, Becky Loomis, Steven Sonoras, iAn Woods, Andrew Piskorowski, Rose Zdybel, Asia Paige, Ji Qi, Makenna Harrison, Lamont Manley, Lisa Van Havermaet, Stephanie Windisch, Youhong Liu, Peter Sparks. Shane Empie, Pam Swanson, Jim Rodgers, Marcus Blough, Ricardo Rodriguez, Pete Westhead

Other Project Name	STARRS-LS Continuation
Sample Mgmt System	MSMS
Data Col Tool	Blaise 5
Hardware	Laptop; Desktop; [UM cell] Phone

DE Software	N/A
QC Recording Tool	Other (Blaise CARI)
Incentive	Yes, R
Administration	SRO Group
Payment Type	Check, post ($50-$100)
Payment Method	Check through other system (MSMS)

Report Period	Jan, 2025 (STARRS-LS Waves 3, 4, 5	Implementing
Risk Level	On Track	

Monthly Updates

Project Management and Planning:
• We sent weekly production updates to the PIs, and reported on progress on the call with the Army/M&RA.
• Meredith created the agenda/notes and facilitated the weekly meeting with the STARRS project managers.
• The U-M team provided input into considerations regarding consent language and possible STARRS data sharing and collaboration with researchers from Army G-9/DPRR.
• Budget/Funding:
o We submitted a request for a no cost extension for Year 5 to use the projected underrun amount toward costs starting in March 2025. The request was submitted to the U-M Office of Research and Sponsored Projects (ORSP) on January 28; HJF received it January 29.
o We understand that the Year 6 (Wave 5 Yr2) pre-award notice and start letter will be issued in February so that U-M can establish a hardship account that begins March 1, 2025.
• Proposal:
o We continued work on the 5-year plan/ballpark budget looking at March 2025 to February 2030, assuming our current plan of continuing the LS waves as is.
• IRB:
o Amendment (#2 for Wave 5) which contains changes to a survey question (on cigarette use) for clarity, a new question on job searching, updates to the help resources list offered to respondents, as well as minor clean-up and administrative items (submitted December 12)
? We responded to contingencies for the amendment on January 8. It was approved by U-M on January 20 and sent to USUHS for secondary review on January 24. The USUHS IRB approved on January 31.
o On January 8, we filed an ORIO for minor updates to the consent language, which were requested by the U-M IRB at the time of the initial Wave 5 protocol submission, but that did not make it into the final programmed version of the survey that was in production. Corrections to the language in the survey were made by January 13.

Enclave and User Support:
• Annual security training renewal: We received completed training renewal materials from Enclave users. The final completion due date was January 31. At the end of the month, there were 15 renewals outstanding.
• Annual IA security review: We awaited word from M&RA and AAG about a possible upcoming site visit and about the annual enclave security review.
• Annual NDI Data Request (2024 repeat search): Files for adjudication were prepared; adjudication was started. We are targeting late February 2025 for release.
• U-M worked with Harvard and USUHS analysts to remove data for one Wave 4 type 3 respondent withdrawal. IRB-informed steps were taken to:
o Update 2016, 2019 & 2021 master construct files
o Update the approved-for-export administrative data file
o Update documentation of administrative data file changes
o Remind analysts to use MASTERID.YES_ADMIN_LINK table to define survey-admin data linked samples
• The team started work on address geocoding steps for Waves 3 and 4 respondent addresses, where their addresses have changed from previous survey administrations.
• Standard enclave activities continued. These include maintaining security requirements; processing background checks and Great Lakes Cluster (GLC) user access requests, drop box requests, ID swap and data transfer requests; managing software acquisition and updates; and providing user support as needed. Of particular note this month:
o Enclave onboarding was started for one U-M staff member.
o Enclave offboarding was completed for one VA/USUHS analyst and three U-M staff.
• Biomarker group request for assistance:
o STARRS genomic and survey variables to Yale: We received confirmation of successful download of all genomic and survey data that were transferred in September. The Yale researcher needed to increase storage space on their limited access workstation to accommodate file download.
o STARRS genomic, diagnostic and sociodemographic data sharing with DHA: We awaited further information from the requestor about variables of interest.

Public Use Data:
• Wave 4
o The LSW4 dataset, Master Respondent ID Linkage Table, and associated documents/updates were transferred to ICPSR on January 2. The target for release is May 2025.
o On January 2, we sent to ICPSR the information they will need to remove data from the public use data tables for one Wave 4 type 3 respondent withdrawal.
• We awaited decisions from the Army/GSC on producing the genetic and bioassay files for public use and placing data in the NIH National Data Archive and Public use release for GWAS.

Wave 5 Production Updates:
• Wave 5 production statistics, as of January 31, 2025, are as follows:
o Replicates released: 3 of 14 released with 2,807 sample lines.

o Completed interviews: 1,024 (985 web; 39 phone)
o Replicate 1 data collection was completed on Sunday, January 26; the final response rate was 73.0%, which was 3 percentage points higher than the final Wave 4 Replicate 1 response rate (70.1%), and about 2 percentage points lower than the Wave 4 average (75.2%).
o Replicate 2 had moved to Phase 3 by mid-month. By the end of the month, the response rate was 52.3% and tracking slightly below the Replicate 1 response rate. The slower Replicate 2 response is due to postponing the first email invitation from December 23rd to the 26th because of the holiday.
o Replicate 3 was released on January 27. By the end of the month, we had received three completed interviews.

Safety Plan Results:
• The Wave 5 combined Safety Plan rate is 10.6% as of January 31:
o Army Chaplains:
? 331 (# started IW), 304 (# completed IW), 13 (safety plan checks), 4.2% activation rate
o U-M CCP:
? 760 (# started IW), 720 (# completed IW), 99 (safety plan checks), 13.4% activation rate

Special Issues	Language in the following area of risk has been updated slightly since last month: • U-M STARRS funding timeline and proposal/agreement needs past Year 5. o U-M will experience a gap in funds for continued Wave 5 work after February 2025 until the Year 6 POP award is received (projected to be August 2025 based on past years). The current plan is for pre-award spending to be available starting in March 2025. We have discussed the possibility of the SRC/ISR authorizing a hardship account for up to 6 months in length. They are prepared to approve such a request; however, it is not certain it will be accepted and approved by U-M ORSP. We are hopeful that the Year 6 subaward will be in place by mid-May 2025, but no later than August 2025, which would be toward the end of a 6 month hardship period. ? Please note that after HJF sends the annual subaward to U-M, the back and forth negotiation of contract language between U-M ORSP and HJF takes a minimum of 5 weeks. The Year 5 subaward, which was activated October 30 2024, required 12 weeks of discussion. Because of this, with a 2-3 month hardship, the drafted subagreement would need to be received by U-M around March 1, 2025; with a 6 month hardship, by June 1, 2025.

Cost as of Dec 31, 2024	**Total Cost to Date (direct + indirect):**	12,760,342.68
	Est Cost at Completion (E$AC):	13,478,076.66
	Total Budget:	13,730,116.00
	Variance (Total Budget minus- E$AC):	252,039.34
	Reason for Variance:	Projections updates included an increase to Asia Paige's hours as she joins the team as a data manager replacing Rose. Most of the updates were reductions to hours and dollars we are quite certain will not be needed in the remaining two months of this budget – this includes removal of travel costs that were expected to be used in Year 5 as well as an adjustment to TOA payments to bring them closer in line with the expected distribution of higher and lower token amounts. Prior to projections updates the overall projected underrun was $235,736. Bill requested a no cost extension into March-April 2025 to spend down our underrun amount. It's good we have some carry forward to tide us over for a ~month as we wait for HJF to send the pre-award spending letter so we can establish a hardship account for Year 6 (see Special Issues).

Projections as of Dec 31, 2024	**Dollars Projected for Month:**	334,434.77
	Actual Dollars Used:	265,864.92
	Variance (Projected minus Actual):	68,569.85
	Reason for Variance:	Underspending was largely in Main Data Collection where the TOA payments came in about $30K less (direct) in part to the fact that they were all projected at the higher amount (incentive experiment) and payments were slightly delayed due to the holidays. IWer hours were lower than expected but TL hours were slightly higher; actual salary dollars were under by about $2k direct plus another $1.5k direct for Iwer/TL-related fees.

Measures		Units at Complete	RR	HPI
	Current Goal:	10,689	75%	12.0
	Goal at Completion:	10,689	75%	12.0
	Current Actual:	1,024	73.0% (Rep 1)	15.3
	Estimate at Complete:	10,689	75%	12.0
	Variance:	0	0	0

Other Measures	Stats as of 1/31/25

	Total Budget:		10,000.00
	Variance (Total Budget minus- E$AC):		3,360.00
	Reason for Variance:	na	
Projections as of Feb 18, 2025	Dollars Projected for Month:		1,973.41
	Actual Dollars Used:		0.00
	Variance (Projected minus Actual):		1,973.41
	Reason for Variance:	na	

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

Other Measures

	Total Budget:		10,000.00
	Variance (Total Budget minus- E$AC):		3,360.00

Developmental/Initiative Projects Dashboard

NonArchived Development Initiative and No-DataCol Projects

Project	Type	Phase	Project Lead	Jan
TSME25 Blaise 5 (423562)	Initiatives	Implementing	Karl A Dinkelmann	🟢
TSME25 DCO Systems Support (483248)	Initiatives	Implementing	Vivienne Y Outlaw	🟢
TSME25 MSMS Line Generator (483227)	Initiatives	Planning	Mark Simonson	🟢
TSME25 MSMS Performance (425267)	Initiatives	Implementing	Jim Rodgers	🟢
TSME25 ODS Data Dictionary (425198)	Initiatives	Planning	Mark Simonson	🟢
TSME25 QC Systems (483249)	Initiatives	Implementing	Sarah Elisa Broumand	🟢
TSME25 System Maintenance - General (483910)	Initiatives	Implementing	Jeffrey L Smith	🟢
TSME25 Team Dynamix (425197)	Initiatives	Initiation	David Bolt	🟢
TSME25 Translation Tool (483424)	Initiatives	Planning	Karl A Dinkelmann	🟢
TSME25 UI Test and Splunk (423463)	Initiatives	Initiation	Hueichun Peng	🟢

Project Name	**(TSME25 Blaise 5 (423562)) TSME25 Blaise 5 version and system testing (423562) (On Track)**
Project Mode	Primary: Not Available
Project Type	Developmental Initiatives
Budget	**Direct Budget**: 10,000.00 **Indirect Budget:** 0.00 **Total Budget:** 10,000.00
Principal Investigator/Clients	
Funding Agency	
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Karl A Dinkelmann
	Budget Analyst:
	Production Manager:
	Senior Project Advisor:
	Production Manager 1:
	Production Manager 2:
Proposal #	no data
Description	This fiscal year 2025 initiative continues work from last fiscal year and targets some areas we aim to address in the next year. We envision using these funds to finish load testing of multiple server environments to address concurrency and develop a new standard for our server configuration. Additionally, we would like to test elements of the forthcoming Blaise 5.15 scheduled for December 2024, potentially including video interviewing components.NET8 APIs and other feature enhancements. Finally, if funds permit, some relatively newer features are introduced into some of the newer versions of Blaise that we would like to review. These include a Blaise print option and test record generation, and they begin investigating possibilities for automated testing. While the funds will not allow us to do all these tasks, we aim to stretch as much as possible from the funding. I have asked Shane Emipe to assist me in taking the lead on this initiative.
SRO Project Period	07/2024 - 06/2025
Data Col Period	
Security Plan	NA
Milestones	*Pre Production Start:* *Pretest Start:*
	Pretest End: *Recruitment Start:*
	Staffing Complete: *GIT Start:*
	SS Train Start: *SS Train End:*
	DC Start: *DC End:*
Other Project Team Members	Shane Emipe
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	N/A
QC Recording Tool	N/A
Incentive	Not used
Administration	N/A
Payment Type	N/A
Payment Method	N/A

Report Period	Jan, 2025 (TSME25 Blaise 5 (423562))	Implementing
Risk Level	On Track	
Monthly Updates	Production work got in the way in January, but work on server load testing has picked up in February, and we should have more to share in next month's update. We will reallocate unspent hours in CRS next month as well.	
Special Issues		
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	1,048.66
	Est Cost at Completion (E$AC):	6,640.00

Project Name	**(TSME25 DCO Systems Support (483248)) TSME25 DCO Systems Support (483248) (On Track)**
Project Mode	Primary: Not Available
Project Type	Developmental Initiatives
Budget	**Direct Budget**: 40,000.00 **Indirect Budget:** 0.00 **Total Budget:** 40,000.00
Principal Investigator/Clients	
Funding Agency	
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Vivienne Y Outlaw
	Budget Analyst: Ivanna Iavorska-Em
	Production Manager:
	Senior Project Advisor:
	Production Manager 1:
	Production Manager 2:
Proposal #	no data
Description	To be determined
SRO Project Period	07/2024 - 06/2025
Data Col Period	
Security Plan	NA
Milestones	*Pre Production Start:* *Pretest Start:*
	Pretest End: *Recruitment Start:*
	Staffing Complete: *GIT Start:*
	SS Train Start: *SS Train End:*
	DC Start: *DC End:*
Other Project Team Members	
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (TSME25 DCO Systems Support (483248))	Implementing
Risk Level	On Track	
Monthly Updates	- Set up the TeamTailor Staging report by HomeAra - Modifed Batch Assignment function in Fred	
Special Issues		
Cost as of Feb 10, 2025	*Total Cost to Date (direct + indirect):*	24,059.35
	Est Cost at Completion (E$AC):	40,726.00
	Total Budget:	40,000.00
	Variance (Total Budget minus- E$AC):	-726.00
	Reason for Variance: staff needed to support other work	
Projections as of Feb 10, 2025	*Dollars Projected for Month:*	6,568.21

	Actual Dollars Used:			3,262.56
	Variance (Projected minus Actual):			3,305.65
	Reason for Variance:	staff needed to support other work		

Measures		**Units at Complete**	**RR**	**HPI**
	Current Goal:			
	Goal at Completion:			
	Current Actual:			
	Estimate at Complete:			
	Variance:			
Other Measures	x			

	Actual Dollars Used:			3,262.56
	Variance (Projected minus Actual):			3,305.65
	Reason for Variance:	staff needed to support other work		
	Current Goal:			

Project Name	**(TSME25 MSMS Line Generator (483227)) TSME25 MSMS Line Generator (483227) (On Track)**		
Project Mode	Primary: Not Available		
Project Type	Developmental Initiatives		
Budget	**Direct Budget**: 10,500.00	**Indirect Budget:** 0.00	**Total Budget:** 10,500.00
Principal Investigator/Clients			
Funding Agency			
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* Mark Simonson		
	Budget Analyst: Nicole Danielle Doher		
	Production Manager: Sarah Elisa Broumand		
	Senior Project Advisor: Carol Lively		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	TSME25 MSMS Line Generator		
SRO Project Period	07/2024 - 06/2025		
Data Col Period			
Security Plan	NA		
Milestones	*Pre Production Start:*		*Pretest Start:*
	Pretest End:		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start:		*SS Train End:*
	DC Start:		*DC End:*
Other Project Team Members	TBD		
Other Project Name			
Sample Mgmt System	NA		
Data Col Tool	NA		
Hardware	NA		
DE Software	NA		
QC Recording Tool	NA		
Incentive	NA		
Administration	NA		
Payment Type	NA		
Payment Method	NA		

Report Period	Jan, 2025 (TSME25 MSMS Line Generator (483227))	Planning
Risk Level	On Track	
Monthly Updates	Reviewed high level plan with Mark Simonson to identify areas that need additional details. Then Sarah will finish up programming specs with detailed design.	
Special Issues		
Cost as of Feb 10, 2025	*Total Cost to Date (direct + indirect):*	1,617.98
	Est Cost at Completion (E$AC):	10,778.56
	Total Budget:	10,500.00
	Variance (Total Budget minus- E$AC):	-278.56
	Reason for Variance: minimal variance	
Projections as of Feb 10, 2025	*Dollars Projected for Month:*	0.00
	Actual Dollars Used:	-235.83

		Variance (Projected minus Actual):		235.83

	Reason for Variance:	Unable to work on this task due to competing deadlines. These hours will be consumed in December instead.

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

Other Measures

Project Name	**(TSME25 MSMS Performance (425267)) TSME25 Mixed-mode systems dev support - Reliability & Performance (425267) (On Track)**		
Project Mode	Primary: Not Available		
Project Type	Developmental Initiatives		
Budget	**Direct Budget**: 100,000.00	**Indirect Budget:** 0.00	**Total Budget:** 100,000.00
Principal Investigator/Clients			
Funding Agency			
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* Jim Rodgers		
	Budget Analyst: Nicole Danielle Doher		
	Production Manager:		
	Senior Project Advisor:		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	Mixed-mode systems dev support - Reliability & Performance		
SRO Project Period	07/2024 - 06/2025		
Data Col Period			
Security Plan	NA		

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members			
Other Project Name			
Sample Mgmt System	NA		
Data Col Tool	NA		
Hardware	NA		
DE Software	NA		
QC Recording Tool	NA		
Incentive	NA		
Administration	NA		
Payment Type	NA		
Payment Method	NA		

Report Period	Jan, 2025 (TSME25 MSMS Performance		Implementing
Risk Level	On Track		
Monthly Updates	Work is proceeding		
Special Issues			
Cost as of Feb 10, 2025	*Total Cost to Date (direct + indirect):*		41,721.52
	Est Cost at Completion (E$AC):		76,765.23
	Total Budget:		100,000.00
	Variance (Total Budget minus- E$AC):		23,234.77
	Reason for Variance:	Update	
Projections as of Feb 10, 2025	*Dollars Projected for Month:*		7,603.82

		Actual Dollars Used:		6,874.67
		Variance (Projected minus Actual):		729.15
		Reason for Variance:	Update	

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

Other Measures

		Actual Dollars Used:		6,874.67
		Variance (Projected minus Actual):		729.15
		Reason for Variance:	Update	

Measures		Units at Complete	RR	HPI
	Current Goal:			
	Goal at Completion:			

Project Name	**(TSME25 ODS Data Dictionary (425198)) TSME25 ODS Data Dictionary (425198) (On Track)**		
Project Mode	Primary: Not Available		
Project Type	Developmental Initiatives		
Budget	**Direct Budget**: 4,500.00	**Indirect Budget:** 0.00	**Total Budget:** 4,500.00
Principal			
Investigator/Clients			
Funding Agency			
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* Mark Simonson		
	Budget Analyst:		
	Production Manager: Sarah Elisa Broumand		
	Senior Project Advisor:		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	Request by Grant, TBD		
SRO Project Period	07/2024 - 06/2025		
Data Col Period			
Security Plan	NA		
Milestones	*Pre Production Start:*		*Pretest Start:*
	Pretest End:		*Recruitment Start:*
	Staffing Complete:		*GIT Start:*
	SS Train Start:		*SS Train End:*
	DC Start:		*DC End:*
Other Project Team Members	TBD		
Other Project Name			
Sample Mgmt System	NA		
Data Col Tool	NA		
Hardware	NA		
DE Software	NA		
QC Recording Tool	NA		
Incentive	NA		
Administration	NA		
Payment Type	NA		
Payment Method	NA		

Report Period	Jan, 2025 (TSME25 ODS Data Dictionary (425198))	Planning
Risk Level	On Track	
Monthly Updates	Sarah B. working on work plan and initial projections. Will meet with Grant B. (probably in Feb 2025) to understand detailed requirements of this project.	
Special Issues		
Cost as of Feb 10, 2025	*Total Cost to Date (direct + indirect):*	339.85
	Est Cost at Completion (E$AC):	339.85
	Total Budget:	4,500.00
	Variance (Total Budget minus- E$AC):	4,160.15
	Reason for Variance: Unable to work on this task as planned due to competing tasks	
Projections as of Feb 10, 2025	*Dollars Projected for Month:*	0.00
	Actual Dollars Used:	0.00

Variance (Projected minus Actual):				0.00
Reason for Variance:		Working on project plan		

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

Other Measures

Variance (Projected minus Actual):				0.00
Reason for Variance:		Working on project plan		
		Units at Complete	RR	HPI
	Current Goal:			
	Goal at Completion:			

Project Name	**(TSME25 QC Systems (483249)) TSME25 QC Systems (483249) (On Track)**
Project Mode	Primary: Not Available
Project Type	Developmental Initiatives
Budget	**Direct Budget**: 35,000.00	**Indirect Budget:** 0.00	**Total Budget:** 35,000.00
Principal Investigator/Clients	
Funding Agency	
IRB	*HUM#:*	*Period of Approval:*
Project Team	*Project Lead:* Sarah Elisa Broumand
	Budget Analyst: Nicole Danielle Doher
	Production Manager:
	Senior Project Advisor: Shonda R Kruger-Ndiaye
	Production Manager 1:
	Production Manager 2: Shonda R Kruger-Ndiaye
Proposal #	no data
Description	to be entered
SRO Project Period	07/2024 - 06/2025
Data Col Period	
Security Plan	NA

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members	Shaowei Sun, Brianna Sabol, Andrew Piskowoski, Cheng Zhou, Hueichun Peng, LihShwu Key
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (TSME25 QC Systems ~~(483249)~~	Implementing
Risk Level	On Track	
Monthly Updates	Brianna continues to work on automating loading preload for Verification Projects. Working on specs for Archiving functions.	
Special Issues		
Cost as of Feb 10, 2025	*Total Cost to Date (direct + indirect):*	15,081.85
	Est Cost at Completion (E$AC):	34,304.27
	Total Budget:	35,000.00
	Variance (Total Budget minus- E$AC):	695.73
	Reason for Variance: minimal variance;	
Projections as of Feb 10, 2025	*Dollars Projected for Month:*	1,672.17
	Actual Dollars Used:	1,118.30

		Variance (Projected minus Actual):		553.87

Reason for Variance:

Hours will be pushed forward.

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

Other Measures

Project Name	**(TSME25 System Maintenance - General (483910)) TSME25 System Maintenance - General (483910) (On Track)**
Project Mode	Primary: Not Available
Project Type	Developmental Initiatives
Budget	**Direct Budget**: 35,000.00 **Indirect Budget:** 0.00 **Total Budget:** 35,000.00
Principal Investigator/Clients	
Funding Agency	
IRB	*HUM#:* *Period of Approval:*
Project Team	*Project Lead:* Jeffrey L Smith
	Budget Analyst: Ivanna Iavorska-Em
	Production Manager:
	Senior Project Advisor:
	Production Manager 1:
	Production Manager 2:
Proposal #	no data
Description	Support for TSG systems
SRO Project Period	07/2024 - 06/2025
Data Col Period	
Security Plan	NA

Milestones		
Pre Production Start:		*Pretest Start:*
Pretest End:		*Recruitment Start:*
Staffing Complete:		*GIT Start:*
SS Train Start:		*SS Train End:*
DC Start:		*DC End:*

Other Project Team Members	
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (TSME25 System Maintenance -	Implementing
Risk Level	On Track	
Monthly Updates	1. Released DB Reconcile 2. SRO ID Meeting 3. Document PB Application 5. Add IW Data Merge International to GIT 6. ST/PB Build Team Meetings 7. Debug SurveyTrak Send/Receive 8. Develop R Profile Loader for 2025 database 9. Implement Updates to R-Pay 10. Updates Blaise 5 GIT instrument	
Special Issues		
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	34,573.04
	Est Cost at Completion (E$AC):	52,655.16

	Total Budget:		35,000.00
	Variance (Total Budget minus- E$AC):		-17,655.16
	Reason for Variance:	see below	
Projections as of Feb 18, 2025	Dollars Projected for Month:		4,505.72
	Actual Dollars Used:		10,001.58
	Variance (Projected minus Actual):		-5,495.86
	Reason for Variance:	see below	

Measures

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

Other Measures

	Total Budget:		35,000.00
	Variance (Total Budget minus- E$AC):		-17,655.16

Project Name	**(TSME25 Team Dynamix (425197)) TSME25 Team Dynamix (425197) (On Track)**		
Project Mode	Primary: Not Available		
Project Type	Developmental Initiatives		
Budget	**Direct Budget**: 21,000.00	**Indirect Budget:** 0.00	**Total Budget:** 21,000.00
Principal Investigator/Clients			
Funding Agency			
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* David Bolt		
	Budget Analyst: Nicole Danielle Doher		
	Production Manager:		
	Senior Project Advisor: Carol Lively		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	Team Dynamix implementation: 1) Library of API endpoints to integrate with Team Dynamics. 2). Batch process to call out to Team Dynamix API.		
SRO Project Period	07/2024 - 06/2025		
Data Col Period			
Security Plan	NA		

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members			
Other Project Name			
Sample Mgmt System	NA		
Data Col Tool	NA		
Hardware	NA		
DE Software	NA		
QC Recording Tool	NA		
Incentive	NA		
Administration	NA		
Payment Type	NA		
Payment Method	NA		

Report Period	Jan, 2025 (TSME25 Team Dynamix (425197))		Initiation
Risk Level	On Track		
Monthly Updates	Team Dynamix implementation: 1) Library of API endpoints to integrate with Team Dynamics. 2). Batch process to call out to Team Dynamix API.		
Special Issues			
Cost as of	*Total Cost to Date (direct + indirect):*		0.00
	Est Cost at Completion (E$AC):		0.00
	Total Budget:		21,000.00
	Variance (Total Budget minus- E$AC):		0.00
	Reason for Variance:		
Projections as of	*Dollars Projected for Month:*		0.00

		Actual Dollars Used:			0.00
		Variance (Projected minus Actual):			0.00
		Reason for Variance:			

Measures

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

Other Measures

| | | Current Goal: | | | |

Project Name	**(TSME25 Translation Tool (483424)) TSME25 Translation Tool (483424) (On Track)**
Project Mode	Primary: Not Available
Project Type	Developmental Initiatives
Budget	**Direct Budget**: 10,500.00　　**Indirect Budget:** 0.00　　**Total Budget:** 10,500.00
Principal Investigator/Clients	
Funding Agency	
IRB	*HUM#:*　　　　　　　　　　　　　　　　　　*Period of Approval:*
Project Team	*Project Lead:* Karl A Dinkelmann
	Budget Analyst:
	Production Manager:
	Senior Project Advisor:
	Production Manager 1:
	Production Manager 2:
Proposal #	no data
Description	This fiscal year 2025 initiative aims to automate translation adaptation to a Blaise instrument. Currently, we cut and paste the majority of foreign translation text into Blaise instruments; however, having a way to automate some or most of this would make the process much quicker and less error-prone. If we get the HRS-Kenya and the New Your City Housing projects, we must find a better way. While our goal is to automate as much as possible, we aim to reduce the cutting and pasting necessary to create multi-lingual instruments. We have just begun discussing our options. Early thoughts were to export the text that needs to be translated from Blaise into a structured format (potentially XML) or use the Blaise BITT file. The BITT file is a file Blaise can export and contains most of the translatable text in a data model. The Issue with the BITT file is that it is a one-way process, meaning it can export and allow one to translate the text, but then Blaise uses the BITT file as the source or the datamodel text. This would be a two-way process of exporting and importing the text in the ideal world. Therefore, in this idea, we would complete the circle by importing the BITT file into the Blaise code. I have asked Kelly Lieske to assist me in taking the lead on this initiative.
SRO Project Period	07/2024 - 06/2025
Data Col Period	
Security Plan	NA

Milestones			
Pre Production Start:		*Pretest Start:*	
Pretest End:		*Recruitment Start:*	
Staffing Complete:		*GIT Start:*	
SS Train Start:		*SS Train End:*	
DC Start:		*DC End:*	

Other Project Team Members	Kelly Lieske
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	Not used
Administration	NA
Payment Type	N/A
Payment Method	N/A

Report Period	Jan, 2025 (TSME25 Translation Tool (483424))	Planning
Risk Level	On Track	
Monthly Updates	There are no new updates for January. Things will pick up once Kelly completes some current production work in the next week or two. We will reallocate unspent hours in CRS next month as well.	
Special Issues		

Cost as of Feb 18, 2025	Total Cost to Date (direct + indirect):		1,587.41
	Est Cost at Completion (E$AC):		8,465.06
	Total Budget:		10,500.00
	Variance (Total Budget minus- E$AC):		2,034.94
	Reason for Variance:	na	
Projections as of Feb 18, 2025	Dollars Projected for Month:		0.00
	Actual Dollars Used:		132.92
	Variance (Projected minus Actual):		-132.92
	Reason for Variance:	na	

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

Cost as of Feb 18, 2025	Total Cost to Date (direct + indirect):		1,587.41
	Est Cost at Completion (E$AC):		8,465.06
	Total Budget:		10,500.00

Project Name	**(TSME25 UI Test and Splunk (423463)) TSME25 Automated UI Testing & Splunk Implementation (423463) (On Track)**		
Project Mode	Primary: Not Available		
Project Type	Developmental Initiatives		
Budget	**Direct Budget**: 42,000.00	**Indirect Budget:** 0.00	**Total Budget:** 42,000.00
Principal Investigator/Clients			
Funding Agency			
IRB	*HUM#:*		*Period of Approval:*
Project Team	*Project Lead:* Hueichun Peng		
	Budget Analyst:		
	Production Manager:		
	Senior Project Advisor:		
	Production Manager 1:		
	Production Manager 2:		
Proposal #	no data		
Description	pending update		
SRO Project Period	07/2024 - 06/2025		
Data Col Period			
Security Plan	NA		

Milestones	*Pre Production Start:*	*Pretest Start:*
	Pretest End:	*Recruitment Start:*
	Staffing Complete:	*GIT Start:*
	SS Train Start:	*SS Train End:*
	DC Start:	*DC End:*

Other Project Team Members	
Other Project Name	
Sample Mgmt System	NA
Data Col Tool	NA
Hardware	NA
DE Software	NA
QC Recording Tool	NA
Incentive	NA
Administration	NA
Payment Type	NA
Payment Method	NA

Report Period	Jan, 2025 (TSME25 UI Test and Splunk	Initiation
Risk Level	On Track	
Monthly Updates	- Started investigating UI testing tools with AI assistance or functionality - Regularly met with Tricia (MSMS) to understand the needs (Use Case) from MSMS DCA system - Splunk: The Help Desk has been doing a lot of the infrastructure setup work to get Splunk going, and a few MSMS members (Colette, Teal & Tricia) have been joining their meetings in order to discuss how to get the MSMS logs integrated and usable in Splunk. So converting the logs to json, renaming them, moving their locations etc. Sean Phillips has also been doing work to get the log forwarder up and running to actually move the logs from our servers to Splunk in the cloud.	
Special Issues	na	
Cost as of Feb 18, 2025	*Total Cost to Date (direct + indirect):*	8,025.11
	Est Cost at Completion (E$AC):	25,525.11
	Total Budget:	42,000.00

	Variance (Total Budget minus- E$AC):			16,474.89
	Reason for Variance:	on hold for UI testing tool		
Projections as of Feb 18, 2025	Dollars Projected for Month:			3,500.00
	Actual Dollars Used:			1,149.21
	Variance (Projected minus Actual):			2,350.79
	Reason for Variance:	na		

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