

ATTACHMENT 4

**MODIFICATION 1
CHANGES APPROVED SEPTEMBER 2005**

March 15, 2005

To: Thelma Sims, Office of the Director, NCCDPHP, CDC

This package is to submit changes to the Prevention Research Centers (PRC) Information System, OMB approval number 0920-0650. We are making these changes to streamline some reporting processes for the PRCs. In the original OMB clearance package, we discussed how the narrative information required from PHS form 2590 was included within the information system. During system development, we have been able to clarify the data entry fields needed to complete the progress report summary section of Form 2590, and would like to make these adjustments to the information system. There are some deletions and some additions to reflect these adjustments.

Please note that with these changes, the average respondent burden hours do not change for our system. The only change in burden hours is for total burden, as we now have five new PRCs (2 respondents per PRC).

An overall list of these changes follows, with a description of the function for each change. The corresponding screenshots are attached from the PRC Information System.

DELETIONS

1. Research Agenda (*Center Information section*)

Deleted: five-year research agenda goals section

Function: CDC Program Office decided that this information was unnecessary; having individual project goals was more relevant.

2. Training Plan (*Center Information section*)

Deleted: entire training plan section.

Function: Incorporated into the training 5-year goals and work plan section showed in the additions below.

3. General Information (*Projects section*)

Deleted: relationship to center research agenda. section

Function: Because Center Research Agenda goals were deleted as shown in first bullet above, this section is no longer needed.

4. Goals & Objectives (*Projects section*)

Deleted: Project Goals & Objectives section.

Function: Incorporated this section into the research 5-year goals and Work Plan section shown in the additions below.

ADDITIONS

5. General Information (*Center Information section*)

Added: a request for centers to upload a copy of the center’s “organizational chart.”
Function: Gives PRC Program Office an electronic file of the PRC’s staffing and organization.

6. Center Staff (*Center Information section*)

Added: “responsibilities” question to the staff person page.

Function: Gives PRC Program Office an understanding of how each staff member participates in the structure of the PRC as it relates to the cooperative agreement.

7. 5-Year Goals (*Center Information section and Projects section*)

Added: page on which to enter 5-year goals for each of the following: infrastructure, collaborations & partnerships, research, training and education, evaluation, and communication & dissemination (these are topics that PRCs addressed in their five-year funding proposals).

Function: Provide information entry pages for information that the PRCs will need for their progress reports.

8. Annual Work Plan (*Center Information section and Projects section*)

Added: page on which to enter objectives, activities, anticipated challenges, and progress for each of the following: infrastructure, collaborations & partnerships, research, training and education, evaluation, and communication & dissemination (these are the same topics shown in the bullet above that PRCs must address in their five-year funding proposals).

Function: Provide information entry pages for information that the PRCs will need for their progress reports.

9. Population Studied (*Projects section*)

Added: “Sample Size” and “Study Population Size” to the page.

Function: To allow PRC to indicate the number of participants in the project and the overall study population for the project which will be used in evaluating the project objectives.