

From: Patricia Wagner (OD)
Sent: Tuesday, January 08, 2008 11:23 AM
To: Matsuoka, Karen Y.; Mikia Currie
Subject: Re: 0925-0501 Graduate Student Training Programs Application

Dear Karen,
That's wonderful – I'll definitely add the questions to the application form itself.

As for the feedback, I envision sending a personal email message to the interviewed candidates asking them to respond to the survey available at a specific URL.

Best regards,
Pat Wagner

On 1/8/08 10:31 AM, "Matsuoka, Karen Y." wrote:

Thanks, Pat. I think your idea of asking the time questions on the application itself is a great idea. Also, an online survey for the feedback questions would be fine, as long as the OMB control number, expiration date, and PRA blurb appears somewhere on that survey.

I'm assuming that NIH will send an email or letter to interviewed applicants to recruit them for this feedback survey? If not, please let me know how recruitment would take place.

Thanks.

Karen

From: Patricia Wagner (OD)
Sent: Monday, January 07, 2008 9:31 PM
To: Mikia Currie; Matsuoka, Karen Y.
Subject: Re: 0925-0501 Graduate Student Training Programs Application

Dear Karen, Mikia,
Thanks for the feedback on questions 1, 2, and 3.

I do have a question about collecting better estimates on the time to complete the GPP application...

Would it be ok to ask the time to complete questions at the bottom of our application page rather than within the feedback questions? Adding the time question on the application would collect a greater response from a better cross-section of applicants, not just those invited to interview for admission. If ok, I would like to propose breaking down the time questions into something like:

How long did it take you to read and comprehend the application directions?
How long did it take you to read and comprehend the frequently asked questions?
How long did it take you to complete and submit the GPP Application?

As for the feedback questions, I would prefer to use an online form that would allow us to collect the data electronically; ease of processing the data.

Best regards
Pat Wagner

On 1/7/08 9:21 AM, "Currie, Mikia (NIH/OD) [E]" <CurrieM@OD.NIH.GOV> wrote:
FYI

From: Matsuoka, Karen Y.
Sent: Friday, January 04, 2008 6:40 PM
To: Currie, Mikia (NIH/OD) [E]
Subject: RE: 0925-0501 Graduate Student Training Programs Application

Mikia, please see my responses below in this pink/purple color text. Thanks. – Karen

From: Currie, Mikia (NIH/OD) [E]
Sent: Friday, January 04, 2008 1:08 PM
To: Matsuoka, Karen Y.
Subject: RE: 0925-0501 Graduate Student Training Programs Application

The program also has a few follow-up questions for you within the responses.
Thanks

1) Time to Complete Application - All students submitting an application to the GPP are also submitting a university application for admission into various PhD programs, on average submitting around 12 applications. Online applications for universities, in addition to the GPP application, are designed to allow the applicant to copy/paste text from a word file. This copy/paste option enables the online application to be completed much faster than one would anticipate by first glance at the form.

The application form for the GPP is modeled after university applications for graduate studies. So, even though there are additional documents to read, enhanced application directions and frequently asked questions, many times an applicant doesn't read these documents before submitting an application because the format is very familiar; modeling university applications.

Should the GPP change the estimated time to complete the online form?

How about soliciting comment from the applicants in a more direct fashion so that NIH can update the burden estimates the next time this ICR is up for renewal? For example, one of the feedback questions NIH could ask of applicants called back for an interview could be "Approximately how long did it take you to complete the application? Please include the time it took to review the instructions, to search existing data sources, to gather and maintain the data needed, and to complete and review the actual application form."

If NIH is amenable to this, OMB would be comfortable going along with the current burden estimates as-is and then revising the burden estimates, if

necessary, when the application next comes in for renewal.

2) Race / Ethnicity Menus:

Ethnicity: Hispanic or Latino; Not Hispanic or Latino

Race: Native American or Pacific Islander; Asian, Black or African American; White

OK: thanks.

3) Feedback Questions:

We propose one of two options to collect responses to the feedback questions: distribute a hardcopy form to the candidates interviewing, returning responses at their convenience, or creating a brief online form that contains no contact information. Is there a preferred format that we should use?

Either method is fine, but the method chosen should be the one that minimizes burden and maximizes response rate. Does NIH have an idea of which method would be better based on these criteria? Also, the standard PRA blurb, OMB control number, and expiration should be included on this questionnaire, regardless of which method is chosen.

From: Matsuoka, Karen Y.

Sent: Thursday, January 03, 2008 5:46 PM

To: Currie, Mikia (NIH/OD) [E]

Subject: 0925-0501 Graduate Student Training Programs Application

Mikia, just a couple of questions on this one. Please have the program respond by COB Wednesday.
Thanks. – Karen

1. how did you arrive at the 30 minute burden estimate for the application? Because the application is rather detailed, this seems like an underestimate. Moreover, NIH has added several items and pages to the application. While the additions are a good idea, reading these and filling out the additional items will take more time. OMB would suggest revising the burden estimates upward.
2. please provide the menu options for the race and ethnicity questions.
3. how will the anonymous feedback questions be administered to applicants called back for an interview?