

**SUPPORTING STATEMENT B for**

**Process Evaluation of the NIH Roadmap Epigenomics Program  
(NIDA)**

May 2011

Social & Scientific Systems, Inc. (SSS) with funding from the National Institute on Drug Abuse  
(NIDA)

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### **ATTACHMENTS for Supporting Statement B:**

Attachment B-1: Introductory Email from NIH Program Staff

Attachment B-2: Initial Contact Email for Survey Invitation to Participant

Attachment B-3: Survey Reminder Email Notices

# **Process Evaluation of the NIH Roadmap Epigenomics Program**

## **SUPPORTING STATEMENT**

### **Part B**

#### **B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

Analysis for this study will employ descriptive, non-inferential methods of analysis. The following information is provided.

##### **1. Respondent Universe and Sampling Methods**

The respondent universe includes the entire population of Principal Investigators (PI) [grantees] from the 53 NIH grants of the Roadmap Epigenomics Program. There is no sampling plan.

##### **2. Procedures for the Collection of Information**

For the PI survey of the NIH Roadmap Epigenomics Program's process evaluation, we expect a response rate of 100% since this is a required activity for every grantee (PI). Specialized sampling procedures are not required.

To initiate the PI survey, NIH Program staff will send an introductory email to PIs. This email will inform them about the PI survey and that they (the PIs) will be contacted by email by

Social and Scientific Systems (SSS) the evaluation Contractor for this study and who will be conducting the survey. (See participant-contact schedule shown in Table B.2-1 below with referenced attachments.) PIs will then receive from SSS an email request (including a URL link to the survey with a study ID along with survey directions) for their participation in the survey, with collateral materials explaining the survey’s purpose and use of the information collection, the non-personal nature of the information including protection by blinding, and analyses to be conducted in the aggregate only. Only participants who have been provided with an ID number and password will have access to the online research instrument. All PIs will be asked to complete the survey within two (2) weeks. Quality control measures will include data logging checks prior to and during the study. Participants will receive up to two e-mail reminders (a week apart beginning 2 weeks after the survey invitation is sent).

<b>Table B.2-1 Participant Recruitment Contacts</b>		
<b>Contact Item</b>	<b>Timing (from time of first contact)</b>	<b>Attachment Number</b>
Introductory email from NIH Program staff	Day 1	B-1
Follow-up email from SSS survey liaison with survey URL, login ID, password	Days 1-2	B-2
First reminder email asking for completion within 5 days	Day 14	B-3
Second reminder email asking for completion within 3 days	Day 21	B-3
Phone contact for any PIs who haven’t completed survey	Day 28-29	

### **3. Methods to Maximize Response Rates and Deal With Nonresponse**

Very little nonresponse, if any, is expected because the proposed process evaluation is a requirement for every grantee receiving funding under the Roadmap Epigenomics Program, and because this universe is a small number of respondents (53). Re-contact for their response will be highly effective.

To maximize response rates and to ensure that each grantee will complete the questionnaire as expeditiously as possible, the survey will be introduced to the Principal Investigators by email contact from the NIH Program staff, as described above. After PIs receive the email with survey directions and the URL for the web survey and a period of 2 weeks has elapsed, two subsequent reminders will be emailed a week apart, if needed, with the goal of achieving a 100% response rate.

### **4. Test of Procedures or Methods to be Undertaken**

Participants will complete the information collection questionnaire for the process evaluation. All analyses will be descriptive. Frequency analyses will be conducted. The survey instrument will be pretested to ensure that the content flow, mechanics, and automation are satisfactory, and will be revised if needed. The pretest data will be downloaded and examined to ensure the appropriate output.

**5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

The Evaluation Project Officer is Dr. Genevieve deAlmeida-Morris from NIDA. The Project Officer, the two NIH Evaluation Leads from NIDDK and NIEHS, and at least three NIH Science Program staff, and the Contractor will review the final report, including data analysis. The Project Officer will direct the project. Table B.5-1 below shows the individuals who will be consulted on conduct of the project, data collection, and data analysis, or who will collect and analyze data.

<b>Table B.5 - 1 Individuals' Roles</b>		
<b>Name and Title</b>	<b>Affiliation and Phone Number</b>	<b>Statistical Role</b>
Susan Griffey, DrPH, BSN <i>Evaluation Project Director</i>	Social & Scientific Systems, tel: 301.628.0340	Data collection and analysis
Genevieve deAlmeida-Morris, Ph.D, MPH <i>Planning &amp; Evaluation Officer</i>	NIDA, tel: 301.594.6802	Advising on data collection and analysis
Kathryn Paez, PhD, MBA, RN <i>Senior Evaluator</i>	Social & Scientific Systems, tel: 301.628.0428	Data collection and analysis
David Roessner, PhD, MS <i>Academic Advisor and Evaluation Expert</i>	Social & Scientific Systems, tel: 928.713.0942	Consulting on data collection and analysis
Bernard Weissman, PhD <i>Epigenetics Expert</i>	Consultant for Social & Scientific Systems, tel: 919.966.7533	Consulting on data collection and analysis

In addition, Contractor research and web technical assistants will also assist with data collection.