

SUPPORTING STATEMENT A

Fellowship Management System
OMB No. 0920-0765

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FELLOWSHIP MANAGEMENT SYSTEM

A. JUSTIFICATION

1. Circumstances Making the Collection of Information Necessary

This Information Collection Request (ICR), OMB No. 0920-0765 with an expiration date of March 22, 2014, is a request for revision of a currently approved information collection--the addition of a new information collection. The currently approved Fellowship Management System (FMS) information collection comprises data collected electronically, from persons applying to and graduates of the fellowship programs at the Centers for Disease Control and Prevention (CDC) through the web-based FMS. These CDC fellowship programs reside in the Scientific Education and Professional Development Program Office (SEPDPO), Office of Surveillance, Epidemiology and Laboratory Services (OSELs), and the Office for State, Tribal, Local and Territorial Support (OSTLTS). These currently approved FMS data collection instruments for the SEPDPO and OSTLTS fellowship programs are the FMS Application (Attachment 1) and FMS Directory (Attachment 2). FMS Application Data Elements Document for the Epidemic Intelligence Service (EIS) (Attachment 1, FMS Application), and FMS Directory Data Elements Document for EIS (Attachment 2, FMS Directory) are provided as *examples* of the currently approved FMS data collections. FMS allows applicants to apply to fellowships online and allows alumni to update their professional information after graduation from the fellowship. FMS tracks fellowship applicants and alumni in one integrated database. There are *no changes* to the currently approved FMS Application (Attachment 1) or FMS Directory (Attachment 2).

SEPDPO requests an additional three years to continue CDC's use of FMS for its electronic application (Attachment 1, FMS Application) and electronic directory (Attachment 2, FMS Directory) and requests revision to this existing approved data collection — the addition of a new data collection — the FMS Host Site Assignment Proposal (Attachment 3). FMS Host Site Assignment Proposal Data Elements Document (Attachment 3, Host Site Assignment Proposal) for the PHAP fellowship is provided as the *example* of the new FMS data collection. This new electronic data collection will allow employees of nonfederal public health agencies or organizations to submit fellowship assignment proposals electronically, through FMS. This revision to FMS will streamline current manual processes, reducing that burden, and offer improved services to nonfederal public health agencies and their employees. Moreover, this electronic data entry process will improve the accuracy, readability, timeliness, completeness, and consistency of fellowship assignment proposals submitted by host organizations.

All CDC fellowship programs place fellows in assignments in both federal and nonfederal public health agencies and organizations. CDC fellows are assigned to state, tribal, local, and territorial public health agencies; federal government agencies, including CDC, and other HHS operational divisions, such as Indian Health Service; and to nongovernmental organizations, including academic institutions and private public health organizations. These assignments provide opportunities for CDC fellows to build and sustain public health capacity both during and after their fellowships. Approximately 85 percent of these CDC fellowship program graduates obtain jobs working in public

health, many of them in the same host agencies and organizations that provided applied, on-the-job learning during their fellowship assignments.

This proposed revision to FMS, the new data collection (Attachment 3, Host Site Assignment Proposal) will enhance the use of FMS by providing a secure site within the existing FMS system for public health agencies to submit their fellowship assignment proposals electronically. Public health agencies or organizations will answer a standardized set of core questions within FMS about their proposed assignments. The online assignment proposal questions will ask for information about the type and location of the public health agency or organization; the type of projects, activities, and opportunities for service available to the fellow; the support and training the fellow will receive; opportunities for the fellow to collaborate with other agencies or individuals; the type and extent of mentorship and supervision the fellow will receive; and the names, titles, and experience of the primary and secondary supervisors or mentors. The proposed questions that will be asked of the public health agencies and organizations for their fellowship assignment proposals and sample screen shots are included in Attachment 3, PHAP Host Site Assignment Proposal. This attachment also includes an appendix that captures slight differences in the data collection elements from for the host site assignment proposal applications of the other CDC fellowship programs (Attachment 3, Appendix B, pages 32-37).

Implementation of this revision, the addition of FMS Host Site Assignment Proposal (Attachment 3), will reduce the burden on fellowship staff , as currently used non-standardized assignment proposals are submitted in multiple formats and take a great deal of CDC staff time to review for completeness. However, this request for revision, the implementation of this new FMS data collection (Attachment 3, FMS Host Site Assignment Proposal) will increase burden associated with the use of the FMS system (see Section 12, Estimates of Annual Burden Hours and Costs) because this represents an increase in persons, employees of public health agencies and organizations, submitting electronic host site assignment proposals. Critical components will be included to improve the matching process of the selected fellowship assignment proposals with qualified fellowship applicants. This revision ensures implementation of a consistent electronic Host Site Assignment Proposal (Attachment 3) process across all fellowships. In addition, implementation of this revision will provide standardization across fellowships for electronic submission and review of not only fellowship Applications (Attachment 1), but also Host Site (agency or organization) Assignment Proposals (Attachment 3). This electronic tool (FMS) will enhance the fellowship matching and placement process by optimizing the matching of interests and skills of qualified fellowship candidates with assignment proposals, thereby strengthening the public health pipeline. The best matches between fellows and assignments typically lead to long-term employment and sustained public health capacity of state, tribal, local, and territorial public health agencies and nonfederal public health organizations. The currently approved FMS (alumni) Directory (Attachment 2) allows for tracking both short and long-term post-fellowship employment and professional development.

The previous FMS information collection request that was approved on March 22, 2011 allows fellowship applicants to submit their fellowship applications via FMS Application (Attachment 1) and fellowship alumni to update their information in the FMS Directory (Attachment 2). No elements in those two approved data collection instruments have changed.

This collection of information from health professionals is authorized by the Public Health Services Act, Title III. General Powers and Duties of Public Health Services. Section 301 (241.) a. Research and Investigations Generally (Attachment 4).

Privacy Impact Assessment

An overview of the FMS data collection system, a listing of the items of information collected, and an indication of associated websites are provided below.

Overview of the Data Collection System

The currently approved FMS data collection provides an efficient and effective electronic mechanism for processing fellowship application data (Attachment 1, FMS Application), selecting qualified candidates, maintaining a current alumni database (Attachment 2, FMS Directory), documenting the impact of the fellowships on alumni careers, and generating reports. FMS currently allows applicants to apply to CDC fellowships online and tracks fellowship alumni in one integrated database. These data collected via FMS are used for processing applications, selecting qualified candidates, maintaining a current alumni database, and documenting the impact of the fellowships on alumni careers.

With the implementation of this FMS revision, the addition of the FMS Host Site Assignment Proposal (Attachment 3), the first time a designated employee of a nonfederal public health agency or organization submits an assignment proposal electronically, via FMS, the nonfederal employee will receive a secure and unique login and password and will have to enter their organizational information only once. When additional host site assignment proposals are submitted to the same or other CDC fellowships in subsequent years, these agencies' or organizations' employees will use the same login and password to access their assignment proposal, make copies in FMS, revise as necessary, and submit the updated version(s) to one or more fellowships. The completed host site assignment proposals for individual fellowships will be compiled in standardized PDF reports that can be reviewed by multiple reviewers online, with an option for printing, if necessary.

Items of Information to be Collected

Information in identifiable form (IIF) collected from fellowship program applicants (Attachment 1, FMS Application) and fellowship alumni (Attachment 2, FMS Directory) in the currently approved FMS data collection include name, mailing address, phone numbers, e-mail address, educational records, citizenship and visa information, professional license, and employment status. Collected information that is not IIF includes fellowship entry year, work experience, volunteer activities, research grants, presentations, publications, interests, skills, and abilities.

With this revision, the new FMS Host Site Assignment Proposal (Attachment 3) data collection, IIF collected from employees of nonfederal public health agencies or organizations who submit assignment proposals will include the name, location, type of public health agency or organization, mailing address, phone number(s), e-mail address, and names, titles, of primary and secondary supervisors or mentors. Collected information that is not IIF will include activities the fellows will engage in, type of support and training the fellows will receive, and additional professional

development opportunities and collaborations that may be available for the fellows in their assignments.

Identification of Website(s) and Website Content Directed at Children Under 13 Years of Age

The interface in the currently approved data collection allows applicants to apply to fellowships (Attachment 1, FMS Application) and fellowship alumni (Attachment 2, FMS Directory) to update their information in FMS. The revision to the currently approved information collection involves implementation of a new data collection, the FMS Host Site Assignment Proposal (Attachment 3), a web-based data collection interface for nonfederal employees of public health agencies or organizations to submit fellowship assignment proposals.

The FMS website does not have any content directed at children less than 13 years of age. Cookies are used to obtain new session identification when an applicant, alumnus, or agency employee navigates to the login screen. The FMS website contains a privacy policy and rules of conduct.

2. Purpose and Use of Information Collection

Data collected via FMS under the currently approved information collection is necessary for processing applications (Attachment 1, FMS Application), selecting qualified candidates, selecting quality assignments, matching fellows to assignments. Information requested of alumni in the currently approved information collection (Attachment 2, FMS Directory) allows CDC to maintain a current, centralized electronic database that includes e-mail address and other contact information, professional responsibilities, medical certifications, qualifications, and scientific skills. Acquisition of this information is vital in the event that it becomes necessary to contact alumni possessing mission-critical skills to meet a national public health emergency or an urgent public health need. Scientific skills and qualifications of fellowship alumni reside in one database, eliminating duplicate information. When an urgent public health need for specific skills or qualifications occurs, a search of the database generates the required information. Alumni data also are used to document the impact of the fellowships on the career paths of participants, and thus, on the science and practice of public health. Alumni also use the directory for maintaining professional networks for finding jobs, staffing jobs, collaborating, and interacting with other fellowship alumni. Alumni have two options for the level of information they wish to be visible to other alumni of their fellowship. They have the option of displaying only their name and fellowship year or all of the information they entered. The default is to display only their name and fellowship year; this information is already in the public domain.

This proposed revision, the new FMS Host Site Assignment Proposal (Attachment 3) data collection, will provide for more timely receipt and improved processing of fellowship assignment proposals. FMS includes technology that will validate completeness of assignment proposal data entry. Using an electronic system for fellowship assignment proposals will save time associated with reviewing assignment proposals for completeness, as compared to the amount of time associated with processing a paper-based system. CDC fellowship staff will use the information submitted in the assignment proposals to review and evaluate the proposals for selection of quality assignments at host agency or organization sites, and to improve the matching of fellows to assignments.

FMS supports information collection of fellowship applications (Attachment 1, FMS Application), alumni information (Attachment 2, FMS Directory), and host assignment proposals (Attachment 3, FMS Host Site Assignment Proposal), for CDC fellowship programs that help ensure a prepared, diverse, sustainable public health workforce through experiential fellowships and high-quality training programs.

If the electronic system were not available, a paper-based system for collecting the information would be required for fellowship applications and host site assignment proposals. In addition, if FMS were not used for alumni information collection, a robust system would not be available for facilitating and maintaining professional networks, finding jobs, staffing jobs, collaborating and interacting with other fellowship alumni, or contacting fellowship alumni possessing mission-critical skills to meet a national public health emergency or an urgent public health need.

Privacy Impact Assessment Information

Under the currently approved information collection, CDC fellowship staff use the information requested of applicants (Attachment 1, FMS Application) and alumni (Attachment 2, FMS Directory) to process applications, select qualified candidates, maintain a current alumni database, and to document the impact of the fellowships on alumni careers. The categories of information currently collected in identifiable form is minimal and includes the applicant's name, mailing address, phone numbers, e-mail address, education records, visa information, and employment status, information critical for assessing eligibility of applicants and communicating with applicants.

The revision, a new data collection, the FMS Host Site Assignment Proposal (Attachment 3) will allow CDC fellowship staff to use the information collected through the password- and firewall-protected FMS to process efficiently assignment proposals, to review and select fellowship assignments, and to improve the matching of fellows to assignments. This proposed data collection will have little to no effect on the privacy of the public health agencies or organizations. No sensitive information will be collected. The categories of information collected in identifiable form will be minimal and includes the agency's name; location, type of public health agency or organization; mailing address; phone numbers e-mail addresses; and names, and titles, of primary and secondary supervisors or mentors.

3. Use of Improved Information Technology and Burden Reduction

FMS has not been modified since the previous approved version and includes only the minimum data elements necessary to satisfy the requirements for fellowship application submission and processing (Attachment 1, FMS Application) and for updating alumni information (Attachment 2, FMS Directory). One hundred percent (100%) of the information and data collection from the fellowship applicants (Attachment 1, FMS Application) and alumni (Attachment 2, FMS Directory), under the currently approved information collection, is obtained electronically, via FMS. This electronic data collection provides a more effective and efficient application selection and matching process. Applicants choosing to apply to one or more CDC fellowships enter their information once and alumni who choose to participate in the alumni directory have the option of providing updates to their information once every three years, or when their information changes.

In the proposed revision (Attachment 3, FMS Host Site Assignment Proposal), one hundred percent (100%) of the information and data collection from the public health agencies or organizations submitting their assignment proposals will be obtained electronically, through FMS. This data collection method will allow for a more effective and efficient assignment proposal submission, review, selection, and matching process. Public health agencies or organizations choosing to host one or more fellows year after year, in one or more fellowship programs, will enter their organizational information only once, thereby reducing the burden associated with a paper-based system. Host organizations will have the opportunity to update their information when the need arises. The use of technology for electronic submission of assignment proposals will eliminate cumbersome paper processing, and reduce errors. Moreover, it will provide a more effective and efficient assignment proposal submission, selection, and matching process.

This information and data collection system assures compliance with the Government Paperwork Elimination Act (GPEA), Public Law 105-277, title XVII, 1998, lowers the burden to the respondents, as compared to paper-based systems, allows respondents to submit information to CDC electronically, and provides capabilities for CDC to maintain records electronically.

4. Efforts to Identify Duplication and Use of Similar Information

The required information is collected for completion of fellowship applications (Attachment 1, FMS Application) and for updating the fellowship alumni directories (Attachment 2, FMS Directory) as described previously in this ICR, and are not available from any other source. In this proposed revision, a new data collection (Attachment 3, FMS Host Site Assignment Proposal) from public health agencies or organizations allow the agencies or organizations to submit their assignment proposals for the sole purpose of hosting CDC fellows, and this information is not available from any other source. These data are requested via FMS, only; no other CDC component requests this information. There are no duplications of this data.

5. Impact on Small Businesses or Other Small Entities

No small businesses have been, are, or will be involved in this data collection. Under the currently approved information collection (Attachment 1, FMS Application, and Attachment 2, FMS Directory), data are collected from medical and veterinary students, as well as from individual physicians, dentists, veterinarians, nurses, epidemiologists, educators, pharmacists, attorneys, economists, statisticians, graduates of MPH programs, and others. These respondents represent a large part of the target audience of fellowship candidates and alumni who enter information via FMS. The information requested is required for those who choose to apply to a fellowship and is voluntary for the alumni directory. The questions have been held to the minimum required for the intended use of the data.

Under this request for revision (Attachment 3, FMS Host Site Assignment Proposal), data will be collected from employees of public health agencies including physicians, veterinarians, epidemiologists, public health educators, and public health managers. Data collected from employees in public health agencies or organizations are required if the agency or organization is interested in hosting a fellow. These data will be submitted voluntarily, and have been held to the minimum

required for the intended use of the data.

6. Consequences of Collecting the Information Less Frequently

The timeliness of data currently collected during the application process (Attachment 1, FMS Application) is critical for an applicant to become a fellowship candidate. However, the timeliness of data collected through the alumni tracking process (Attachment 2, FMS Directory) is not as critical.

Under this revision (Attachment 3, FMS Host Site Assignment Proposal), the timeliness of data collected from the public health agencies or organizations submitting assignment proposals is critical for an agency to be selected to host a fellow during a given fellowship year. Assignment proposals submitted after the fellows have been selected will not be considered for that fellowship year. Fellowship assignment proposals will be collected through FMS once per year. Public health agencies will have the opportunity to resubmit proposals with updated information in subsequent years if they wish to continue hosting fellows.

There are no legal obstacles to reduce the burden.

7. Special Circumstances Relating to the Guidelines of CFR 1320.5

This request fully complies with the regulation 5 CFR 1320.5.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

- A. The agency's notice of proposed revision to an existing data collection was published in the Federal Register on Wednesday, September 7, 2011 (Vol. 76, No. 173, pp 55391-92) (Attachment 5). No comments were received in response to the notice; therefore, no changes were made to the proposed data collection.
- B. CDC enlisted the management and consulting firm, BearingPoint, Inc., in 2007 to develop specifications, to code, and to manage the FMS project. In the spring of 2009, BearingPoint was purchased by Deloitte Consulting, LLC, a management and technology-consulting firm. The staff providing services for FMS have remained the same throughout. Deloitte's headquarters are located at 1633 Broadway New York, NY, 10019 and the Atlanta office is at 191 Peachtree Street, Northeast Atlanta, GA, 30303. David Friedman, Director, Federal Government Services, Deloitte Consulting, LLP is the Deloitte point of contact and can be reached at davfriedman@deloitte.com or 678-517-3953. Within CDC, fellowship directors, education specialists and evaluators, fellowship alumni working at CDC, and SEPDPO's information technology (IT) section staff were consulted regarding business information requirements and the design and use of the FMS.

9. Explanation of any Payments or Gifts to Respondents

There are no payments or gifts provided to respondents.

10. Assurance of Confidentiality Provided to Respondents

In the currently approved data collection, FMS collects only the minimum data elements necessary to satisfy the requirements for application submission and processing (Attachment 1, FMS Application). The categories of IIF collected from applicants include name, mailing address, phone numbers, e-mail address, education records, citizenship and visa information, professional license, and employment status. Collected information that are not IIF include fellowship entry year, work experience, volunteer activities, research grants, presentations, publications, interests, skills, and abilities. Moreover, the FMS Directory (Attachment 2) is voluntary, and collects minimum data elements.

For the revision (Attachment 3, FMS Host Site Assignment Proposal), the categories of IIF that will be collected from nonfederal employees of public health agencies or organizations who submit assignment proposals includes the name, location, and type of public health agency or organization, mailing address, phone numbers, e-mail address, and names, and titles, of primary and secondary supervisors or mentors. Collected information that is not IIF will include activities the fellow will engage in, type of support and training the fellow will receive, and additional professional development opportunities and collaborations that may be available for the fellow.

Personal identifiable information will be stored on the CDC Microsoft SQL Server database and will only be available through the FMS application to SEPDPO administrative personnel and IT staff.

IRB is not required for this information collection system. This data collection is not considered research-based on the description and justification and on the definition of research as defined by the federal policy for the protection of human subjects (45 CFR 46) (Attachment 6, Research Determination Memorandum).

Privacy Impact Assessment Information

- A. This submission has been reviewed by staff in the CDC Information Collection Review Office who determined that the Privacy Act does apply. The applicable System of Records Notice is 09-20-0112, "Fellowship Program and Guest Researcher Records" HHS/CDC/AHRC.B. Data are password protected and reside on a server managed by CDC's Information Technology Services Office (ITSO) under strict physical security. ITSO Data Center personnel have access to the physical server. Registrant data will not be sold, rented, or shared with third parties for their promotional use. All data are maintained behind a strict firewall with security protection.
- B. All modules in FMS are front-end Web pages with a backend database, automating existing manual processes accessed by applicants for fellowship program slots. The applications and alumni directories (Attachments 1 and 2) are submitted and the proposed new information collection, the Host Site Assignment Proposal (Attachment 3) will be submitted through the Internet. All FMS modules run on IIS web servers supported by ITSO. FMS modules are developed with Active Server Pages (ASP). FMS modules use a firewall permit in order for the application to access stored procedures and data on a Microsoft SQL Server running in a Designated Server Site (DSS). Data are stored on a secure Microsoft SQL Server database located behind the CDC firewall. Access to information on the CDC Microsoft SQL

Server database is available only through the FMS application to SEPDPO administrative personnel and IT staff. Security provisions for data storage meet all requirements established by CDC's Information Council Executive Committee (CICEC). The Privacy Act statement will be included on all screens stating, "Furnishing the information requested is voluntary."

- C. Individuals who wish to apply to a fellowship (Attachment 1, FMS Application) do not require consent to apply. Upon logging in to apply, applicants are informed immediately that their information will not be shared and will be used only by the fellowship to which they are applying during the initial review and selection process.
- D. Participation in the alumni Directory (Attachment 2, FMS Directory) is voluntary and fellows are encouraged to participate in their fellowship's alumni directory upon graduation. Each time alumni log on to their fellowship alumni directory, they are asked immediately if they wish to share their information with other alumni who have access to the alumni directory (See statement in Attachment 2, FMS Directory, Instructions and Electronic Consent). If a respondent consents, his or her information will be visible to other alumni who participate in the fellowship alumni directory. If a respondent does not consent, only his or her name and fellowship year, which already are in the public domain, will be visible to other alumni who participate in the fellowship alumni directory. All data are merged from the fellowship Application into the alumni Directory for each alumnus. There is no need to re-enter data, only to check for current accuracy and update if necessary. Fellowship alumni associations, newsletters, and e-mails remind and encourage alumni to participate in their fellowship directories. Announcements and reminders include a link to the alumni directories to facilitate participation.
- E. With this revision (Attachment 3, FMS Host Site Assignment Proposal), employees of public health agencies or organizations who wish to submit an assignment proposal to host a fellow will not require consent. Submitting a position description is voluntary. Upon logging in, employees of these agencies or organizations will be immediately informed that their information will not be shared and will be used only by the fellowship to which they are submitting the assignment proposal during the initial review and selection process. The data collected for the position description are needed to select quality assignments and to match fellows with assignments that will provide the fellow with the best possible fellowship experience and result in long term careers that will enable them to make long-term and sustainable contributions to public health and its body of knowledge.
- F. Information collected for the FMS Application (Attachment 1), FMS Directory (Attachment 2), and FMS Host Site Assignment Proposal (Attachment 3) are needed to process application data, select qualified candidates, match qualified candidates with host public health agencies or organizations, maintain a current alumni database, document the impact of the fellowships on alumni careers, and generate reports. Personally identifiable information will be stored and retrieved by appropriate CDC fellowship staff, but will not be published.

11. Justification for Sensitive Questions

No questions of a sensitive nature are asked of respondents.

12. Estimates of Annualized Burden Hours and Costs

A. Estimated Annualized Burden Hours

The FMS Host Site Assignment Proposal (Attachment 3) is a new addition to the currently approved FMS information collection. The burden hours have not changed for either the FMS Application (Attachment 1; 748 hours) or the FMS Directory (Attachment 2; 114 hours). The addition of the FMS Host Site Assignment Proposal (Attachment 3; 320 hours) will increase the total burden hours to 1182.

The total estimated annualized burden for fellowship applications (currently approved electronic data collection – Attachment 1) remains at 748 hours (1,122 respondents x 40 minutes for completing the application), and the total estimated annualized burden for fellowship directories remains at 114 hours (454 respondents x 15 minutes for updating their information). Response burden assumes response from an individual responding alumnus (currently approved electronic data collection – Attachment 3), on average, every 3 years (which is likely an overestimate of frequency). Note: Some alumni are deceased or cannot be located.

Some alumni are deceased or cannot be located. Response burden assumes response from an individual responding alumnus, on average, every 3 years (which is likely an overestimate of frequency). The total estimated annualized burden hours for the new data collection (Attachment 3, FMS Host Site Assignment Proposal, new electronic data collection) for nonfederal public health agencies submitting assignment proposals to the fellowships is 320 hours (226 respondents x 85 minutes for completing the proposal). There is no cost to respondents other than their time. The existing annual burden table has been updated to reflect the addition of the FMS Host Site Assignment Proposal (Attachment 3).

Estimated Annualized Burden Hours*

Type of respondents	Number of respondents	Frequency of Response	Average annualized burden per response (in hours)	Average total response burden in hours
Public Health Agency or Organization	226	1	1.5	339
Fellowship applicants	1122	1	40/60	748
Fellowship alumni	454	1	15/60	114
Total	1802			1201

Note: Both fellowship applicants and alumni respond to the same instrument in FMS.

The estimates of time to input an Application and update a Directory electronically are based on reports by current fellows who submitted applications and fellowship alumni who updated their directories through FMS. The average time to input application information by an applicant is 40 minutes and the average time for an alumnus to update information is 15 minutes.

The estimates of time to input an assignment proposal electronically, are based on a pilot test of CDC employees who entered assignment proposal data in the FMS Host Site Assignment Proposal (Attachment 3) component. The FMS Host Site Assignment Proposal will not be implemented until after CDC receives approval from OMB for this request for revision.

Average time to input application by applicant	40 minutes
Average time to update information in alumni directory	15 minutes
Average time to input assignment proposal by a designated employee of a public health agency or organization	1 hour and 25 minutes

B. Estimates of Annualized Cost to Respondents

The FMS Host Site Assignment Proposal (Attachment 3) is a new addition to the currently approved FMS information collection. The annualized cost burden hours have not changed for either the FMS Application (Attachment 1; \$16,403.64) or the FMS Directory (Attachment 2; \$6,586.41). The addition of the FMS Host Site Assignment Proposal cost burden hours (\$13,632.70) will increase the total cost burden hours to \$36,622.75.

The estimates of annualized cost burden for applicants (Attachment 1, FMS Application, currently approved electronic data collection) were developed first by calculating the number of applicants who apply to each fellowship and the salaries of those applicants when they apply, next by determining the percentage of applicants for each fellowship relative to the total number of applicants to all fellowships, and then by taking a weighted average of applicant salaries across the fellowships. The estimates of annualized cost burden for alumni (Attachment 2, FMS Directory, currently approved electronic data collection) was developed by first determining the average salary of alumni for each fellowship and then taking a weighted average of alumni salaries across the fellowships. The only cost to the respondent is the time involved to enter the data.

For the revision (Attachment 3, FMS Host Site Assignment Proposal, new data collection), the estimates of annualized cost burden for designated employees of public health agencies or organizations were developed first by calculating the number of assignment proposals received by fellowships and the salaries of those employees who develop and submit the proposals, and then by taking a weighted average of the job categories of these employees.

The following sources were used to determine the average salaries of fellowship applicants and alumni:

- Graduate Student Intern Salaries in USA, <http://www.indeed.com/salary?q1=GRADUATE+STUDENT+INTERN&l1=US>
- Salary Table GS, 2010: <http://www.opm.gov/oca/10tables/index.asp>

- US Department of Labor, Bureau of Labor Statistics
http://www.bls.gov/oes/current/oes_nat.htm

The following source was used to determine the average salaries of employees of public health agencies/organizations who develop and input assignment proposals:

- US Department of Labor, Bureau of Labor Statistics
http://www.bls.gov/oes/current/oes_nat.htm

Estimated Annualized Burden Costs*

Type of respondents	Number of respondents	Frequency of Response	Average time per Response (in hours)	Average Hourly Wage Rate	Total Respondent Cost
Fellowship applicants	1122	1	40/60	21.93	\$16,403.64
Fellowship alumni*	454	1	15/60	58.03	\$6,586.41
Public Health Agency or Organization Staff	226	1	1.25	42.58	\$13,632.70
Total	0				0

* Some alumni are deceased or cannot be located. Response burden assumes response from an individual responding alumnus, on average, every 3 years (which is likely an overestimate of frequency).

13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no other capital or maintenance costs to respondents.

A.14. Annualized Cost to the Government

The estimated cost to develop and maintain the currently approved and proposed FMS components over three years is \$2,865,000. The annualized cost to the government is \$955,000. Annualized development cost is \$582,000 and annualized operations and maintenance cost is \$373,000.

Item	Cost Categories	Annualized Cost to Federal Government
Development Cost	Project Management*	\$91,000.00
	Business Analyst*	\$120,000.00
	Programming & QA*	\$296,000.00
	ITSO Infrastructure*	\$12,000.00
	C&A* ** + CPIC* ***	\$38,000.00
	CDC FTE Costs	\$25,000.00
Total Development Cost		\$582,000.00
Operations & Maintenance (O&M) Cost	Project Management*	\$64,000.00

	Business Analyst*	\$39,000.00
	Programming & QA*	\$228,000.00
	ITSO Infrastructure*	\$8,000.00
	C&A* + CPIC*	\$17,000.00
	CDC FTE Costs	\$17,000.00
Total O&M Cost		\$373,000.00
Total Annualized Cost		\$955,000.00

*Contractor Costs

** Certification and Accreditation (C&A)

*** Capital Planning Investment and Control (CPIC)

15. Explanation for Program Changes or Adjustments

This is a request for a revision to an existing data collection, the addition of a new component (Attachment 3, FMS Host Site Assignment Proposal) for public health agencies or organizations to submit assignment proposals electronically through FMS. This addition, the new data collection requested by CDC, when compared to the burden in the currently approved information collection, results in increased burden in hours and cost.

16. Plans for Tabulation and Publication and Project Time Schedule

This is a request for a three-year clearance approval to the currently approved and new FMS data collection. Internal reports will be generated using available FMS data elements to provide statistics and trends for SEPDPDPO leadership and fellowship managers. No information is published. Data elements can be seen in Attachments 1, 2, and 3. Attachments 1 and 2 include the sample EIS Application (Attachment 1) and Directory (Attachment 2) including all screen shots, as well as differences in other fellowship questions. Attachment 3 (FMS Host Site Assignment Proposal) includes all of the screen shots and information requested for one fellowship program, PHAP, and the differences in questions that will be asked by the other fellowship programs requesting host site assignment proposals.

Because the PHAP call for assignment proposals specifies that the proposal window begins on January 1, 2012, there is a critical need to expedite review and clearance of this data collection request.

Timeline of Key Events following Receipt of OMB Clearance to Revision Request

Key Events				Timeline
Receive OMB clearance				
Start collecting Host Site Assignment Proposals from public health agencies or organizations				Immediately upon receipt of OMB clearance
Continue collecting Application information for all fellowships				Once per year for three years
Fellowship	Start Collection of Application	End Collection of Application Data	Check applications for	

	Data		Completeness	
EIS	Aug 1	Sep 15	Aug 1 – Sep 15	
PMR/F	May 1	Oct 15	May 1 – Oct 15	
PHPS	Oct 1	Feb 15	Oct 1 – Feb 15	
PEFP	Oct 1	Feb 1	Oct 1 – Feb 1	
PHIFP	Jul 1	Dec 15	July 1 – Dec 15	
<i>The CDC Experience</i>	Sep 1	Dec 15	Sep 1 – Dec 15	
Epidemiology Elective, Fall Rotations	Jan 1	Mar 30	Jan 1 – Mar 30	
Epidemiology Elective, Spring Rotations	Mar 1	May 30	Mar1 – May 30	
CDC-Hubert Global Health Fellowship	Jan 1	Feb 28	Jan1 – Feb 28	
PHAP	Oct 1	Mar 15	Oct 1 – Mar 15	
Check Alumni Directory data for completeness				Every three months for 3 years
End data collection				3 years after receipt of OMB clearance

17. Reasons Display of OMB Expiration Date is Inappropriate

CDC is not requesting an exemption from displaying the expiration date.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to certification.