

**MANAGEMENT INFORMATION SYSTEM FOR  
COMPREHENSIVE CANCER CONTROL PROGRAMS**

**OMB # 0920-0841**

**Revision**

**SECTION B: STATISTICAL DESIGN AND DATA  
COLLECTION PROCEDURES**

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## **B. STATISTICAL METHODS**

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

The National Comprehensive Cancer Control Program (NCCCCP) provides funding to comprehensive cancer control (CCC) programs in all 50 states, the District of Columbia, seven tribes/tribal organizations, and seven territories/U.S. Pacific Island jurisdictions (65 awardees under Funding Opportunity Announcement DP12-1205). In addition, 13 of the 65 awardees received related but distinct cooperative agreements for related activities under a new demonstration program funding announcement (FOA DP10-1017). Semi-annual progress reports to CDC will be required for all awardees for each cooperative agreement. Statistical sampling methods are not applicable to this data collection and cannot be used to accomplish the functions of the proposed system.

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

All 65 awardees will submit information on their objectives and activities (Appendix 4). The 13 awardees funded for demonstration program activities will submit separate information and reports related to those activities (Appendix 5). Information will be collected electronically twice per year. All CCC programs currently have access to their own information and have decided the level of access for other users (e.g., local partners). Users log into the system at their worksite computers and provide progress reporting information through prompted data entry points.

Instructions to all awardees for completing policy information collection are built into related Web pages. A manual has been developed to guide users in data entry and other system applications. Awardees and other MIS users will receive training on use of the application and the required report content in the fall of 2012. Awardees will be informed of their reporting deadlines via semi-annual notification letters received from the Procurement and Grants Office (PGO) and via e-mails sent by CCCB to all known users of the system.

Awardees are currently required to submit most reports electronically, including their interim progress reports, annual progress reports, and financial status reports. These requirements will apply to those receiving funds to implement DP12-1205 and DP 10-1017 activities. They can review the completeness of data necessary to submit required reports, enter basic summary information for required reports, and finalize and save required reports for upload to Grants.gov. The MIS also supports the automatic generation of interim and annual reports, as well as work plans. Awardees can transfer data from one year to another to minimize data re-entry. CDC staff can query the database to extract individual or aggregate awardee-related data. A copy of the data collection instrument for all 65 NCCCCP awardees may be found in Appendix 4. A copy of the MIS pages for the 13 demonstration program awardees is provided in Appendix 5.

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

Awardees are required to file twice yearly progress reports in order to continue to receive level federal funding in support of their CCC programs. Currently, all awardees use the MIS to submit interim and annual progress reports.

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

Every component of the MIS for DP12-1205 and DP 10-1017 data entry has undergone rigorous application testing, including usability testing of system design, and accuracy and comprehension testing of proposed data elements.

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

The workgroup that was established to assist contractors in development of the MIS has overseen development of the Web pages for DP12-1205 and DP 10-1017. The CDC members, including NCCCP program consultants and epidemiologists, have provided input on content, functionality, and usability of the database.

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