

Mini Supporting Statement B For
Generic “Questionnaire Cognitive Interviewing and Pretesting (NCI)”
OMB No. 0925-0589, Expiration Date 4/30/2014

Title of Sub-Study: Requirement Gathering for a Biobank Economic Modeling Tool (BEMT)

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Section B. Statistical Methods

B1. Respondent Universe and Sampling Methods

The survey will be distributed to 450 total professionals who direct and/or manage a human biobank. Candidate respondents are known to have a professional working proficiency in the English language, and are expected to be knowledgeable about cost recovery issues relative to operating a biobank, have access to costing data, and regularly perform pricing and related financial planning activities. These individuals are likely to be early adopters and therefore the most relevant end users of the Biobank Economic Modeling Tool (BEMT).

Sample size allocation is expected to be as follows:

- Geographic range: United States, Canada, Europe, South America, Australia, Asia, and Africa.
- Sector: Academia, Pharmaceutical, Commercial (i.e. Biotech & Diagnostic companies), Government and Non-profit organizations.
- Bioresource type: Core biospecimen resources, sample management facilities and individual tissue banks.

B2. Procedures for the Collection of Information

An invitation to participate in the BEMT survey will be distributed to respondents via an email list. The email will include the invitation letter along with a link to the survey monkey webpage (**Attachment 1**). Implied consent will be given when each respondent clicks on the link in the email, reviews the initial information and then chooses to click on the next button to proceed with the survey. Upon entering the survey, respondents are guided to review instructions and click on links to review a list of questions for each section before proceeding to enter data (**Attachment 2**). Respondents are able to save and exit the survey as often as needed with up to 6 to 8 weeks to complete their submission.

B3. Methods to Maximize Response Rates and Deal with Nonresponse

Follow-up efforts will include an email reminder one week after the survey invitation is sent with email reminders every two weeks after that (**Attachment 3**). If clarification of data is needed, respondents will be contacted to set up a mutually convenient time to review any questions and obtain missing data.

B.4 Test of Procedures or Methods to be Undertaken

The survey was pre-tested on nine individuals and the questions were altered to accommodate feedback received regarding content and responses. Additionally, a small sample of respondents who complete the survey will be contacted to conduct a cognitive de-briefing (**Attachment 4**) about the survey. The de-briefing will ask questions related to the length of the survey, questions they may have had difficulty answering, and questions that were unclear.

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

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Attachments:

1. Survey Invitation Letter
2. Survey Screenshots
3. Survey Reminder Email
4. Follow-up Questions & Debriefing Guide