Mini Supporting Statement B For
"A Generic Submission for Formative Research, Pretesting, and Customer Satisfaction of NCI's Communication and Education Resources"
OMB No. 0925-0046-05, Expiration Date 5/31/2016

Title of Sub-Study: Pilot Test Proposed Revisions to the NIH Biosketch

Walter T. Schaffer, Ph.D., Office of Extramural Research, Office of the Director, National Institutes of Health (NIH)

B.1. Respondent Universe and Sampling Methods

The scope of the pilot will be defined by specific Request for Applications (RFAs). Approximately 70,000 applications are received each year. A convenience sample (first 100 up to 150) of RFAs from across the NIH will be selected. The RFAs will be issued during the spring of 2014 and will solicit applications that will be reviewed during the fall of 2014. We expect the results to be available to inform the development of a modified biosketch form that will be used by all applicants beginning in FY 2016. The use of RFAs will allow the NCI to isolate the use of the modified biosketch to a specific set of grant applications that will be evaluated in peer review. Applicants will not be advantaged or disadvantaged by using the modified biosketch form vs. the current biosketch form. In addition, neither the applicants' participation/non-participation nor any responses to items will have any effect on their eligibility for or receipt of services. The pilot will involve between 4 and 7 RFAs that include approximately 100 (max 150) applications. For single component applications, each application will include between 2 and 3 key personnel, each of which will include a modified biosketch. If some of the RFAs include multi-component grants, like centers, the number of key personnel and therefore the number of biosketches will be greater for each application.

All applicants and all reviewers associated with the selected RFAs will be asked to complete the survey. Sampling will not be employed.

B.2. Information Collection Procedures/Limitations of the Study

At the beginning of the survey the respondents are informed that their participation is entirely voluntary. There is no consent form. Respondents consent by participating. The biosketch form is needed for applying for the grant application. The surveys are web-based and the screen shots are included as part of the submission.

For the applicant, based on past surveys, we can expect response rates between 50 and 60 percent. Therefore, 100-150 single component applications are likely to include approximately 300 modified biosketches and with a response rate close to 50 percent we will receive input from approx.150 applicants. If we exceed our goal of 100 will take in all applications that come in until during the pilot period. Since that is a possibility we used the higher figure in our burden

table to account for the possible overage. A group of investigators of this magnitude is likely to include both new investigators (typically about 30 percent of the total) as well as investigators who identify as female (normally more than 30 percent of applicants) and investigators who identify with underrepresented racial and ethnic groups (in aggregate about 15% of the population). Investigators who use the modified biosketch in their applications will be surveyed within 1 week of the submission of their application.

For the reviewers, the response rate runs around 60 to 70 percent. For each of the RFAs used in the pilot, there will be between 10 and 15 reviewers. If we end up using 5 RFAs we'll have input from between 30 and 42 reviewers. More RFAs and complex multi-component applications will result in larger numbers of responsive reviewers. Reviewers who review applications containing the modified biosketches will be surveyed within 1 week of the completion of the review meeting.

The information from both surveys will be aggregated and a report published. Any unintended consequences will be identified and NIH leadership will be informed prior to the implementation for all future grant applications. We estimate that responses from approx. 150 applicants and 42 reviewers will surface unintended consequences and broadly shared concerns about the modified biosketch in order to inform the full implementation and OMB clearance for applications to be received in FY 2016.

B.3. Methods for Maximizing the Response Rate and Addressing Issues of Nonresponse

An initial email will be sent to all potential respondents. A reminder e-mail will be sent to the same group 1 week after the due date in order to maximize the response rate.

B.4. Tests of Procedures of Methods

A committee of NIH researchers/subject matter experts was convened to develop the instrument over 3 days.

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

Luci Roberts, Health Scientist Administrator, NIH Office of Extramural Research, RKL 1/5146 301.594.1841, Luci.Roberts@nih.gov was consulted on the statistical aspects of the design and analysis.

Data will be collected by government contractors ICF International.