

Supporting Statement B For:

Surveys to Support an Evaluation of the National Human Genome Research
Institute (NHGRI) Summer Workshop in Genomics (Short Course)

July 7, 2015

Carla L. Easter

Education and Community Involvement Branch
National Human Genome Research Institute

Building 31, Room B1B55
Bethesda, MD 20892

Telephone: 301-594-1364
Fax: 301-480-5008
E-mail: easterc@mail.nih.gov

Table of Contents

B.1	RESPONDENT UNIVERSE AND SAMPLING METHODS.....	1
B.2	PROCEDURES FOR THE COLLECTION OF INFORMATION.....	2
B.3	METHODS TO MAXIMIZE RESPONSE RATES AND DEAL WITH NONRESPONSE.....	3
B.4	TEST OF PROCEDURES OR METHODS TO BE UNDERTAKEN.....	4
B.5	INDIVIDUALS CONSULTED ON STATISTICAL ASPECTS AND INDIVIDUALS COLLECTING AND/OR ANALYZING DATA.....	5

LIST OF ATTACHMENTS

Attachment 1: NHGRI Short Course Survey – Students and Faculty

Attachment 2: Background and Rationale for Short Course

Attachment 3: IRB Exemption Notice

Attachment 4: Invitation Letter to Short Course Students and Faculty

Attachment 5: Applicability of the Privacy Act

B. STATISTICAL METHODS

B.1 Respondent Universe and Sampling Methods

Intended respondents of the web-based surveys are faculty and students of the Short Course. This evaluation will survey all faculty and students who attended the Short Course between 2004-2012, to inform this full-scale evaluation rather than draw a sample of students and faculty. NHGRI will provide the evaluation team with the most current contact information (e.g., email address) on file for both students and faculty to facilitate the survey administration.

B.2 Procedures for the Collection of Information

The ability to gather specific information through standardized web-based surveys (**Attachment 1**) from Short Course stakeholders is critical for the success of the proposed evaluation strategy. In order to maximize response rates, respondents will be initially contact by email and informed about plans to conduct an evaluation of the Short Course (**Attachment 4**). Program staff will monitor all emails that bounce back and identify other methods of contacting respondents for whom the email address is invalid. A second contact will be made by email that will invite the respondents to complete the survey by clicking on the link in the invitation letter, which will bring them to the on-line survey.

Beginning with study initiation and continuing through all phases of information collection, monitoring, and analysis, NHGRI and its evaluation contractor will take steps to ensure that the data collected are of the highest quality possible. Program staff will understand the purpose, background, objectives, and importance of the project, as well as their specific role and activities on the study.

B.3 Methods to Maximize Response Rates and Deal with Nonresponse

To maximize response rates, interview respondents will be informed prior to the evaluation by email, and up to 3 follow-up attempts to contact non-responders will be made within three months of the dissemination of the survey. Communications with respondents will be concise and personalized. Response rates will be measured and recorded and once surveys have been completed, a non-response analysis will be conducted.

B.4 Test of Procedures or Methods to be Undertaken

The web-based survey underwent several iterations of development to ensure questions are clear, concise, and aligned with key evaluation questions of interest. In addition, one focus group of 9 or less will be conducted to assess conceptual clarity, time burden, make needed changes to the web-based interface and skip logic, and to ensure survey data would be useful for planned analyses.

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

Dr. Julia Rollison

Evaluation Director, Ripple Effect Communications, Inc.

jrollison@rippleeffect.com; 800.277.5708 x725

Ph.D. in Research, Measurement and Evaluation

Dr. Erica Husser

Senior Analyst, Ripple Effect Communications, Inc.

ehusser@rippleeffect.com

Ph.D. in Human Development