

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0920-1050)

TITLE OF INFORMATION COLLECTION:

Special Emphasis Panel (SEP) Peer Review Evaluation

PURPOSE:

The Centers for Disease Control and Prevention (CDC) National Center for Injury Prevention and Control (NCIPC) develops and supports research to prevent violence and injuries, and to reduce their consequences. The Extramural Research Program Office (ERPO) within the NCIPC is the focal point for the development, peer review, and post award management of extramural research awards for the NCIPC, as well as for the CDC National Center for Environmental Health, and the Agency for Toxic Substances and Disease Registry (ATSDR). At the CDC/ATSDR applications for extramural research funding undergo a sequential, 2-level peer review process. The first level or primary peer review is to evaluate the scientific and technical merit of research applications submitted in response to an FOA. Primary peer review is a key step in assuring that CDC/ATSDR research grant applications receive a fair and unbiased review by experts with relevant knowledge. The second level or secondary peer review looks at the mission relevance and programmatic balance of the center’s research portfolio in advancing CDC/ATSDR’s research agenda.

The purpose of this request is to gather timely feedback from peer reviewers who were appointed to and served on a CDC/ATSDR Special Emphasis Panel (SEP) conducted by the NCIPC ERPO to review extramural research applications. Qualitative questions have been designed to obtain reviewers’ feedback on the delivery of the technical assistance, guidance, and training for their review work and the SEP peer review process with minimal added burden during the review meeting. The information collected will provide a feedback mechanism to identify areas of improvement in the experience of scientists who volunteer to serve on CDC/ATSDR SEPs for the NCIPC ERPO and contribute to ongoing efforts to maintain a quality science peer review program. Improvements in the peer review process will enable the ERPO to attract the best researchers in injury and violence prevention, environmental health, and toxicology to provide critique and advice on the scientific merit of extramural research applications. Without such data collection this information would be unknown.

DESCRIPTION OF RESPONDENTS:

Respondents are individuals who are appointed to and served on a CDC/ATSDR SEP conducted by the NCIPC ERPO. The reviewers could include state or local health department staff, public health practitioners, and researchers with expertise in research, program implementation and evaluation for violence and injury prevention programs and strategies. SEP panelists receive an honorarium for serving as FOA reviewers. Participating in a voluntary customer satisfaction survey is a distinct activity which is above and beyond the normal responsibilities of a SEP panelist.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: |

If the answer is yes, please provide a description of both below (or attach the sampling plan)?
If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Customers are individuals who volunteer to serve as a peer reviewer on a CDC/ATSDR Special Emphasis Panel (SEP) conducted by the NCIPC ERPO. Only reviewers who are appointed to and who serve on a SEP peer review panel will be respondents. This potential pool of respondents include state or local health department staff, public health practitioners, and researchers with expertise in research, program implementation and evaluation for violence and injury prevention programs and strategies, environmental health, and toxicology. No sampling will be conducted, participants will be request to provide voluntary feedback. Participants will be provided the survey in paper form in person or by email as an attachment depending on their availability (Attachment 1).

Data collected will be reviewed and analyzed in Excel. Descriptive statistical analysis of quantitative data and thematic analysis of qualitative responses will be conducted. The results of the analysis will be shared internally with the NCIPC ERPO to inform continuous service improvement.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail - Email
 - Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.