

**Non-substantive Change Request  
OMB Control Number 0920-0765  
Fellowship Management System**

**Application Module  
Science Ambassador Fellowship**

**Date Submitted: April 28, 2017**

This is a change request for the Centers for Disease Control and Prevention (CDC) Fellowship Management System (FMS). The web-based FMS collects information electronically, from nonfederal candidates applying to fellowship programs at the CDC, public health agencies wishing to host fellows, and alumni of the fellowship programs. FMS is an efficient and effective electronic system for collecting information from potential candidates, processing fellowship training program applications, and collecting assignment proposals from public health agencies and organizations interested in hosting fellows or associates of programs. FMS has a robust flexible framework that has been tailored for various CDC fellowships. In the currently approved ICR for FMS (OMB No. 0920-0765), information collection occurs for multiple fellowships; fellowships collect information through all or a subset of modules (see Table A).

The purpose of this change request is for OMB approval of proposed modifications to data elements to accommodate the changing needs of the fellowship programs. Specifically, this change request will support collection of previously identified data elements from an estimated 150 new respondents who are nonfederal applicants to the Science Ambassadors Fellowship. This request also proposes to make limited changes to the FMS Application Module to reflect fellowship eligibility requirements, including deletions of selected questions irrelevant to this fellowship to avoid unnecessary burden, and limited revisions to the current questions. The details of these changes are described below, and depicted in Table B and Attachment 1 (Screen Shots for Modifications) and 2 (FMS Application Module).

These changes support the introduction of a streamlined, standard application process for the Science Ambassadors Fellowship Program, which will enhance CDC's review and applicant selection processes to better meet the needs of the future public health workforce. Changes will enhance the training efficiency and effectiveness of the Science Ambassadors Fellowship and support OMB's efforts to improve respondent reporting and reduce respondent burden. Specific changes from the FMS application module reflect use of the FMS application module for the Science Ambassadors Fellowship; the deletion of some questions addressing post-graduate training and skills, which are not required for this fellowship; and the revision of limited questions to collect information relevant to a fellowship for teachers of K-12 education programs.

The proposed changes do not substantively impact the burden. In the approved ICR (OMB No. 0920-0765), the FMS application module has 1991 respondents. With this change request, we are adding an estimated 150 new Science Ambassador respondents, which increases the number of respondents from 1991 to 2141, as shown in the table below. In the approved ICR, each respondent replies one time, and the FMS application module has an average burden time per response of 1.75 hours. The proposed changes to the application module, which will be completed only by the 150 additional respondents, was timed and tested by six (6) CDC staff and external partners. Results showed that completion of the application module results in a slightly reduced burden for these applicants with an average burden time of 45 minutes per respondent.

The inclusion of the estimated time per response for the additional 150 respondents does not change the average burden time per response of 1 hour and 45 minutes for all other applicants, and adds an additional 113 hours to the total burden. Therefore, when compared with burden in the approved ICR,

the total estimated annualized burden that includes the 150 new respondents for the FMS Applications results in an increase from 3485 to 3598. (Table below: Estimated Annualized Burden Hours).

There are no changes to the FMS Alumni Directory and FMS Host Site Module.

### Estimated Annualized Burden Hours (FMS Application)

Type of Respondents	Form	Number of Respondents	Frequency of Response	Average burden Time per Response (in hours)	Average Total Response Burden (in hours)
Fellowship applicants	FMS Application	1991	1	1.75	3485
	Science Ambassadors	150	1	45/60	113
Fellowship alumni*	FMS Alumni Directory	1382	1	15/60	346
Public Health Agency or Organization Staff	FMS Host Site Module	408	1	1.5	612
Total		3931			4556

### Table A: Fellowship Use of FMS Modules

FMS Application Module	FMS Host Site Module	FMS Alumni Directory Module
EIS	EIS	EIS
LLS	PHAP	Hubert
PEF	PMR/F	
PHIF	LLS	
Epi-Elect, Fall and Spring Rotations		
Hubert		
PHAP		
PMR/F		
Science Ambassador (Proposed in this change request)		

### Table B: Proposed Changes to the FMS Application Module for Science Ambassadors Fellowship

EIS Application (Page Name)	Current Question/Item	Requested Change
2.1 Login Page	<p><b>EIS Application</b>  <b>EIS Home</b>  <a href="https://www.cdc.gov/eis/index.html">https://www.cdc.gov/eis/index.html</a></p> <p>Thank you for your interest in applying to the Epidemic</p>	<p><b>Text change:</b></p> <p><b>Science Ambassador Fellowship Application</b>  <b>(SA) Fellowship Home</b>  <a href="https://www.cdc.gov/careerpaths/scienceambassador/index.html">https://www.cdc.gov/careerpaths/scienceambassador/index.html</a></p> <p>Thank you for your interest in applying to</p>

EIS Application (Page Name)	Current Question/Item	Requested Change
	<p>Intelligence Service Program of the Centers for Disease Control and Prevention.</p> <p>Please see Application Instructions carefully before applying.</p> <p><b>Contact EIS:</b> Epidemic Intelligence Service Program Centers for Disease Control and Prevention 1600 Clifton Rd. NE Mailstop E-92 Atlanta, GA 30333 404-498-6110 <a href="mailto:eis@cdc.gov">eis@cdc.gov</a></p>	<p>the Science Ambassador Fellowship Program of the Centers for Disease Control and Prevention.</p> <p>Please see Application Instructions carefully before applying.</p> <p><b>Contact Science Ambassador:</b> Science Ambassador Fellowship Centers for Disease Control and Prevention 1600 Clifton Rd. NE Mailstop E-92 Atlanta, GA 30333 <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a></p>
<p>3.1a Deadline and General Instructions</p>	<p>Carefully review the eligibility requirements for the EIS. If you have questions regarding your eligibility, call the EIS program at 404-498-6110.</p> <p><b>Deadline</b> August 15</p> <ul style="list-style-type: none"> <li>▪ Application and e-mailed documents must be submitted by 11:59 p.m. (Eastern Time) on the date of the deadline.</li> <li>▪ Mailed documents must be postmarked by this date</li> <li>▪ Interoffice documents must be received by this date</li> </ul> <p><b>General Instructions</b></p> <ul style="list-style-type: none"> <li>▪ Complete all sections of the online EIS application. You must complete the first two sections in order.</li> <li>▪ Use the Print Application function to review your application before submission</li> <li>▪ Mail required supporting materials to the EIS program office</li> <li>▪ When copying and pasting information from a word</li> </ul>	<p><b>Text Change:</b></p> <p>Carefully review the eligibility requirements for the CDC Science Ambassador Fellowship. If you have questions regarding your eligibility, e-mail the fellowship at <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a>.</p> <p><b>Deadline</b></p> <ul style="list-style-type: none"> <li>▪ Application and supporting documents must be submitted by 11:59 p.m. (Eastern Time) on the date of the deadline.</li> </ul> <p><b>General Instructions</b></p> <ul style="list-style-type: none"> <li>▪ Complete all sections of the online Science Ambassador application.</li> <li>▪ You may use the Print Application function to review your application before submission</li> <li>▪ If you are copying and pasting information from a word processor, be aware that the application will not accept certain characters. Allowed characters are <ul style="list-style-type: none"> <li>o Letters in the English alphabet (a–z, A–Z)</li> <li>o Numbers (0–9)</li> <li>o Characters from the following set:- @ ! # _ * . , ? ' : ; &amp; ( ) / \ \$ % + = "</li> </ul> </li> </ul>

EIS Application (Page Name)	Current Question/Item	Requested Change
	<p>processor, be aware that the application will not accept certain characters. Allowed characters are</p> <ul style="list-style-type: none"> <li>o Letters in the English alphabet (a–z, A–Z)</li> <li>o Numbers (0–9)</li> <li>o Characters from the following set:- @ ! # _ * . , ? ' : ; &amp; ( ) / \ \$ % + = " -</li> </ul>	
<p>3.1b Supporting Material Instructions)</p>	<p><b>Letters of Recommendation</b> Four letters of recommendation are required. You are encouraged to have letters of recommendation submitted to the EIS office before submitting the online application. Select persons who are familiar with your academic achievements, future aspirations, personal qualities, and professional attributes. Provide them with a copy of the Instructions for Letters of Recommendation.</p> <ul style="list-style-type: none"> <li>▪ One letter must be from a faculty member of supervisor</li> <li>▪ A minimum of four letters of recommendation are required</li> <li>▪ Physicians trained in the US: Provide a copy of the Dean's letter sent at the time of your residency application</li> <li>▪ Letters must be specific to your EIS application and dated within 6 months of the application.</li> </ul> <p><b>Transcripts</b> Provide official transcripts of official letter of attendance if transcripts are not provided until the degree is conferred.</p> <ul style="list-style-type: none"> <li>▪ Official transcripts can either be e-mailed by the registrar or recorder of records, or mailed in an official university envelope</li> <li>▪ If transcripts are not issued by US institution, other proof of degree completion (i.e.,</li> </ul>	<p><b>Text Change:</b></p> <p><b>Letters of Recommendation</b> One letter of recommendation is required with the Science Ambassador Fellowship application. Select someone who is familiar with your academic achievements, future aspirations, personal qualities, and professional attributes.</p> <ul style="list-style-type: none"> <li>▪ Your school's principal, department chair, or your supervisor should write your recommendation.</li> <li>▪ Provide your recommendation writer with the Recommender's Guide provided on the website.</li> <li>▪ Letters must be specific to your Science Ambassador application, on appropriate letterhead, signed, and dated within 6 months of the application.</li> </ul>

EIS Application (Page Name)	Current Question/Item	Requested Change
	<p>diploma) and list of course work must be submitted in English.</p> <ul style="list-style-type: none"> <li>▪ High school transcripts are not required.</li> </ul> <p><b>US Clinical License</b>  U.S. citizens and U.S. permanent residents with a clinical degree (e.g., MD, DVM, RN, or DMD) must submit a photocopy of an active, unrestricted license to practice that clinical specialty in the United States.</p>	
<p>3.1c  Submission of Supporting Materials</p>	<p>You must:</p> <ul style="list-style-type: none"> <li>▪ Provide a copy of the Instructions for Letters of Recommendation[PDF - 2 pages] (<a href="https://www.cdc.gov/eis/downloads/eis_referenceinstructions.pdf">https://www.cdc.gov/eis/downloads/eis_referenceinstructions.pdf</a>) to persons sending letters of recommendation on your behalf</li> <li>▪ Request one letter from a faculty member or supervisor</li> <li>▪ Note: If you are a U.S.-trained physician, you must provide a dean's letter from your medical school as one of the four letters (e.g., similar to the dean's letter of recommendation for applying to a residency)</li> <li>▪ Specify that letters be written in English</li> <li>▪ Specify that letters be on official letterhead, signed, and dated within 6 months of submission</li> <li>▪ Let the letter writers know they will receive an email from <a href="mailto:EISapplication@cdc.gov">EISapplication@cdc.gov</a> with instructions about how to submit their letters electronically</li> <li>▪ Enter the letter writer's information into the Add Letter of Recommendation section</li> </ul>	<p><b>Text Change:</b></p> <p>The applicant must:</p> <ul style="list-style-type: none"> <li>▪ Enter recommendation writer's information into the Add Letter of Recommendation section according to required fields.</li> <li>▪ Click on the Update button to confirm and to send system generated email from <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a>.</li> <li>▪ Once the recommendation writer has received the system generated email, they will be able to upload PDF copies of the recommendation letter.</li> </ul> <p>The recommendation writer must:</p> <ul style="list-style-type: none"> <li>▪ Sign and date the letter of recommendation.</li> <li>▪ Save the letter as a PDF file.</li> <li>▪ Click on the link provided in the system generated email to upload the recommendation letter.</li> </ul> <p>Receive a system generated email from <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a> indicating that the upload was successful.</p>

EIS Application (Page Name)	Current Question/Item	Requested Change
	<ul style="list-style-type: none"> <li>▪ according to required fields</li> <li>▪ Click on the Update button to confirm and to send the letter writer a system-generated email from <a href="mailto:EISapplication@cdc.gov">EISapplication@cdc.gov</a>.</li> </ul>	
<p>3.1d After Submitting Your Application Example</p>	<p><b>You can track receipt of your supporting materials only after you submit your online application.</b></p> <ul style="list-style-type: none"> <li>▪ You will receive an e-mail confirming receipt of your online EIS application.</li> <li>▪ You will not be able to make changes to your application information once submitted.</li> <li>▪ You can update your contact information.</li> <li>▪ Use the Track Your Application function on the Application Status page to track receipt of supporting documents.</li> <li>▪ We recommend that you use the Print Application function to print a copy of your application for your records.</li> </ul> <p><b>Interviews</b></p> <ul style="list-style-type: none"> <li>▪ Invitations to interview will be sent by e-mail.</li> <li>▪ Interviews are held in Atlanta between September and November</li> <li>▪ Candidates invited for an interview must travel to Atlanta at their own expense.</li> </ul> <p><b>Final Selection</b></p> <ul style="list-style-type: none"> <li>▪ Candidates selected for admission to EIS will be notified by February 28.</li> <li>▪ Accepted candidates are required to attend the EIS conference in Atlanta in April</li> <li>▪ Travel to the EIS conference will be paid by the EIS program</li> </ul>	<p><b>Text Change:</b></p> <p><b>You can track receipt of your supporting materials only after you submit your online application.</b></p> <ul style="list-style-type: none"> <li>▪ You will receive an e-mail confirming receipt of your online Science Ambassador application.</li> <li>▪ You will not be able to make changes to your application information once submitted.</li> <li>▪ Use the Track Your Application function on the Application Status page to track receipt of supporting documents.</li> <li>▪ We recommend that you use the Print Application function to print a copy of your application for your records.</li> </ul> <p><b>Interviews</b></p> <ul style="list-style-type: none"> <li>▪ Invitations to interview will be sent by e-mail. Not all candidates are selected to interview.</li> </ul> <p><b>Final Selection</b></p> <ul style="list-style-type: none"> <li>▪ Candidates selected for admission to the Science Ambassador Fellowship will be notified by e-mail.</li> <li>▪ Accepted candidates are required to attend the 5-day Science Ambassador Summer Course in July. Accepted candidates are responsible for all costs related to the fellowship and summer course, including lodging, food, and transportation to Atlanta, GA. No other travel is required. The summer course is free of charge.</li> </ul>

EIS Application (Page Name)	Current Question/Item	Requested Change
	<ul style="list-style-type: none"> <li>▪ EIS orientation and the summer course begin July in Atlanta.</li> </ul>	
4.3 Pre-submission Validation Section	The following time gaps were identified in your application. You must account for all of your time since high school graduation. Any gaps greater than 3 months must be explained.	<b>Remove Section</b>
4.4 Application Submission Section (Application Certification)	EIS application	<b>Text Change:</b>  Science Ambassador Fellowship application
4.5 Application withdrawal section	EIS class  Required: Reason for Withdrawal	<b>Text Change:</b>  Science Ambassador Fellowship cohort  Optional: Reason for Withdrawal
5.4 Health Insurance	Will you be covered by health insurance during the fellowship?	<b>Remove Section</b>
6.1 Education Page  (Primary Professional category)	What is your professional category? Options: <ul style="list-style-type: none"> <li>▪ Epidemiologist</li> <li>▪ Physician</li> <li>▪ Scientist</li> <li>▪ Nurse</li> <li>▪ Veterinarian</li> <li>▪ Other</li> </ul>	<b>Text change:</b>  Grade-level taught (check all that apply) <ul style="list-style-type: none"> <li>▪ K</li> <li>▪ 1</li> <li>▪ 2</li> <li>▪ 3</li> <li>▪ 4</li> <li>▪ 5</li> <li>▪ 6</li> <li>▪ 7</li> <li>▪ 8</li> <li>▪ 9</li> <li>▪ 10</li> <li>▪ 11</li> <li>▪ 12</li> <li>▪ Community College</li> <li>▪ College (Undergraduate)</li> <li>▪ College (Graduate)</li> <li>▪ Other: Curriculum Development Specialist</li> <li>▪ Other: Professional Development Provider</li> <li>▪ Other (please specify)</li> </ul>
6.1	Enter information for each high	<b>Remove field</b>

EIS Application (Page Name)	Current Question/Item	Requested Change
Education Page  (High School Education)	school attended	
6.1 Education Page  (Transcript upload)	Transcript upload	<b>Remove field</b>
6.1 Education Page  (Additional Coursework)	If you have not earned a MPH or MSPH degree, please list graduate-level courses in the following areas: Epidemiology Biostatistics Health services administration and management Behavioral science Environmental Health	<b>Text change:</b>  Other than courses taken for credit towards your degree(s), please list additional undergraduate-and graduate-level courses related to science, education, or public health that you have completed.
6.2 Program Eligibility Section	Program eligibility section	<b>Remove Section</b>
6.3 High School Education Section	High school education section	<b>Remove Section</b>
6.4a College/ University Education Section	<b>Field change:</b>  Country State/Province College/University Attended from/to Status Degree Date expected Major Major classification Minor/certificate/specialty Grade Point Average Did you complete a thesis/dissertation/equivalent? Title Did you receive an academic honor with this degree? Indicate honors received with this degree.	<b>Field change:</b>  Country State/Province College/University Attended from/to Status Degree Date expected Major Major classification <b>Make Optional:</b> Minor/certificate/specialty <b>Make Optional</b> Grade Point Average <b>Make Optional</b> Did you complete a thesis/dissertation/equivalent? <b>Make Optional</b> Title <b>Make Optional:</b> Did you receive an academic honor with this degree? <b>Make Optional:</b> Indicate honors received with this degree.



EIS Application (Page Name)	Current Question/Item	Requested Change
6.4a College/ University Education Section	Do you have or are you expecting an active unrestricted US license to practice your specialty? Add license	<b>Text change:</b>  <b>Change:</b> Do you have a teaching license in your state? (yes, no, N/A)  <b>Remove:</b> Add license
6.4c Thesis abstract	Title Abstract (100 word limit)	<b>Remove section</b>
6.4d In School Information	Year in school (1, 2, 3, 4, 5) Is this institution public or private? List clinical rotations you have completed (i.e., internal medicine) Minor/certificate/specialty Grade Point Average  Academic endorsement	<b>Remove Section</b>
6.4.1 Professional License Sub- Section	Expected license sub-section Status Issuing state Expected date Active license sub-section Status Issuing state License number Expiration date Copy of license	<b>Remove sub-section</b>
7.1a Post-graduate Training and skills Page	Do you have postgraduate clinical training?	<b>Remove</b>
7.1a Post-graduate Training and skills Page	Are you board certified or board eligible in the United States?	<b>Remove</b>
7.1a Post-graduate Training and skills Page	Additional Training	<b>Field change:</b>  Renamed Additional Training category to Professional Development
7.1a Post-graduate Training and skills Page	Did you complete additional training not entered in the Education section? List all post- graduate training not listed in the Education section. Include	<b>Text Change:</b>  Did you complete any professional development? List all professional development sessions not included in the Education section. Include trainings or experiences providing 8+ hours of training

EIS Application (Page Name)	Current Question/Item	Requested Change
	fellowships, internships, and externships.	or resulting in a certification.
7.1a Post-graduate Training and skills Page	Primary spoken language, secondary language	<b>Remove</b>
7.2 Clinical Training Section	Title Specialty Institution name Country State/Province City Dates from/to	<b>Remove</b>
7.3 U.S. Board Certification Section	Status Specialty Most recent issuance date Most recent expiration date	<b>Remove</b>
7.4 Additional Training Section	Additional Training Section Add Additional Training and Certifications	<b>Text change:</b>  Professional Development Section Add Professional Development and Certifications
7.4 Additional Training Section	Program Name Description Institution name Country State/Province City Dates (from/to)	<b>Form change:</b>  Replace Program name drop down with text box  Remove institution name.
8.1 Work and Volunteer Experiences Page	Instructions: Applicants must account for all time since high school graduation. You will be prompted to explain any gaps greater than 3 months in education or work experience at the time of submission.	<b>Text change:</b>  Instructions: Applicants must account for all time since high school graduation.
8.1 Work and Volunteer Experiences Page	List all research experience. Do you have research experience? (Yes/No)	<b>Remove</b>
8.2 Work Experience Section	<b>New question</b>	<b>New field:</b>  After job duties, responsibilities, add text box:  Extracurricular duties/responsibilities (e.g., advisor, board member, committee chair,

EIS Application (Page Name)	Current Question/Item	Requested Change
		coach, teacher association president)
8.2a Work Experience Section	Employer Address Country State/Province City Zip code Dates to/from Job title Hours/week Job Duties/responsibilities Reasons for leaving Supervisor Name May we contact your supervisor? (yes/no) Phone E-mail	<b>Fields removed</b>  Remove: Hours/week Remove: Reasons for leaving Remove: Supervisor name Remove: "May we contact your supervisor?" (yes/no) Remove: Supervisor phone Remove: Supervisor e-mail
8.2b Work Experience Section	Reason Opt to Supervisor Contact Section	<b>Remove</b>
8.3 Volunteer Experience Section	Organization Address Country State/Province City Zip Code Dates from/to Title Hours per week Duties/responsibilities Supervisor Name May we contact your supervisor? (yes/no) Phone E-mail	<b>Fields Removed</b>  Remove: Hours/week Remove: Supervisor name Remove: "May we contact your supervisor?" (yes/no) Remove: Supervisor phone Remove: Supervisor e-mail
8.3b Volunteer Experience Section	Reason Opt to Supervisor Contact Section	<b>Remove</b>
8.4 Research Experience Section	Add Research Experience Title Institution Your role Dates from/to Description	<b>Remove</b>
9.1a Publications, Presentations, Grants Page	Have you published articles?	<b>Text change:</b>  Have you published articles (scientific or education-related) or publically available educational materials?

EIS Application (Page Name)	Current Question/Item	Requested Change
Publications		
9.1b Working papers (Job Market Papers)	Have you published working paper, job market papers, or other works in progress?	<b>Remove</b>
9.1c Monographs and Reports	Have you published a monograph of report?	<b>Remove</b>
9.2a Publication section	Instructions: Refer to the National Library of Medicine sample references for preferred citation format.	<b>Remove Instructions</b>
9.3a Presentation section	Instructions: Refer to the National Library of medicine sample references for preferred citation format.	<b>Remove Instructions</b>
9.5 Working Papers Section	Add working papers	<b>Remove section</b>
9.6 Monograph and Report Section	Add monograph or report	<b>Remove section</b>
10.1b Honors and Awards Page	Name of organization bestowing Name of honor or award Type Date	<b>Remove field:</b>  Remove: Type
11 Personal Statement	Write a narrative of 750 words that addresses the following questions: <ul style="list-style-type: none"> <li>How will the EIS Program complement your previous training and experience?</li> <li>Is there any aspect of public health that is particularly interesting to you? Why?</li> <li>What are your career plans after graduating from the EIS Program? Why?</li> <li>How will the EIS Program help you fulfill those plans?</li> </ul>	<b>Text Change:</b>  Write a narrative of 500 words that addresses the following: <ul style="list-style-type: none"> <li>Why did you become interested in teaching public health?</li> <li>Explain the benefit to students for incorporating public health topics into your day-to-day curriculum.</li> <li>Briefly describe some of your responsibilities in one of your official leadership positions (e.g., department chair, board member, club officer, advisory group, teacher association representative). Describe at least one key challenge you faced and how you overcame it.</li> <li>Describe how you plan to promote teaching public health in your teaching community. Be as specific as possible (e.g., name conferences).</li> </ul>
12.1	Have you submitted an application	<b>Text Change:</b>

EIS Application (Page Name)	Current Question/Item	Requested Change
Application Survey Page	to EIS before?	Have you submitted an application to the Science Ambassador Fellowship before?
12.1 Application Survey Page	New question	<b>New Question:</b> Have you participated in the Science Ambassador Fellowship before? Indicate years participated.
12.1b Other Fellowship Section	<ul style="list-style-type: none"> <li>▪ Did you participate in the CDC Epidemiology Elective Program for Medical and Veterinary students?</li> <li>▪ Did you participate in the CDC Experience Applied Epidemiology Fellowship?</li> <li>▪ Did you participate in CDC-Hubert Global Health Fellowship?</li> </ul>	<b>Remove All</b>
12.1c Public Health/Population-based Work Experience Section	Indicate where you have had the public health/population based work experience <ul style="list-style-type: none"> <li>▪ National or federal level or CDC headquarters</li> <li>▪ State or local health department</li> <li>▪ Both State or local health department and national or federal level or CDC headquarters</li> <li>▪ other</li> </ul>	<b>Remove all</b>
12.2a Program Awareness Section	Awareness Options <ul style="list-style-type: none"> <li>• EIS website</li> <li>• Other websites(s)</li> <li>• LISTSERV</li> <li>• MMWR</li> <li>• Current EIS fellow or alumni</li> <li>• Other fellowship fellow or alumni</li> <li>• Administrator, career advisor, or professor at school</li> <li>• Supervisor at work</li> <li>• CDC employee</li> <li>• Peer, friend, student, or colleague (not fellowship alumni)</li> <li>• EIS recruiting presentation</li> <li>• National meeting</li> <li>• Informational session at</li> </ul>	<b>Text change:</b> Awareness Options <ul style="list-style-type: none"> <li>• Science Ambassador website</li> <li>• Other websites(s)</li> <li>• LISTSERV (e-mail blast)</li> <li>• Current SA fellow or alumni</li> <li>• Other fellowship fellow or alumni</li> <li>• Administrator</li> <li>• Supervisor at work</li> <li>• CDC employee</li> <li>• Peer, friend, student, or colleague (not fellowship alumni)</li> <li>• SA recruiting events (CDC's Presentations at national, state, or regional conferences or meetings)</li> <li>• Alumni recruiting events (Alumni presentations at national, state, or regional conferences or meetings)</li> <li>• Informational session at school, career</li> </ul>

EIS Application (Page Name)	Current Question/Item	Requested Change
	school, career fair, or conference exhibit <ul style="list-style-type: none"> <li>• EIS Regional conference</li> <li>• Announcement in newsletter or other publication</li> <li>• A Day at CDC for Veterinary Students</li> <li>• Social Media</li> <li>• Other</li> </ul>	fair, or conference exhibit <ul style="list-style-type: none"> <li>• Announcement in newsletter or other publication</li> <li>• Social Media</li> <li>• Other (please specify)</li> </ul>
12.2b Influences to Decision to Apply	From the list below, select first and/or second most influential to your decision to apply.	<b>Remove</b>
12.3a Interest Areas and Preferences Section	From the list below, rank the public health areas of most interest to you, with one being your top choice: <ul style="list-style-type: none"> <li>• Birth Defects and developmental disabilities</li> <li>• Chronic disease</li> <li>• Environmental health</li> <li>• Genomics</li> <li>• Health Statistics</li> <li>• Immunizations</li> <li>• Infectious diseases</li> <li>• Injuries</li> <li>• Occupational Health</li> <li>• Other</li> </ul>	<b>Text Change:</b>  From the list below, rank the public health areas of most interest to you, with one being your top choice. This information will be used to group you into lesson plan development teams during the workshop. <ul style="list-style-type: none"> <li>• Chronic disease</li> <li>• Obesity, nutrition, and physical activity</li> <li>• Environmental health</li> <li>• Global Health</li> <li>• Health Statistics</li> <li>• Immunizations</li> <li>• Foodborne diseases</li> <li>• Waterborne diseases</li> <li>• One Health (i.e., zoonotic disease)</li> <li>• Injuries (e.g., Traumatic brain injury, bullying)</li> <li>• Occupational Health</li> <li>• Other</li> </ul>
12.4a Location Preferences Section	<ul style="list-style-type: none"> <li>• I am only interested in CDC Headquarters assignments</li> <li>• I am only interested in state assignments</li> <li>• I am interested in CDC Headquarters assignments and state assignments.</li> <li>• Do you have geographic constraints on EIS assignments?</li> </ul>	<b>Remove all</b>
12.4b Geographic Constraints	Do you have geographic constraints on EIS assignments? If yes, explain.	<b>Remove</b>
12.4c Regional Preferences	Regions where you are willing to relocate	<b>Remove</b>
13.1a		<b>Text Change:</b>

EIS Application (Page Name)	Current Question/Item	Requested Change
Letters of Recommendation Page	<p>Four letters of recommendation are required with the EIS application. Select persons who are familiar with your academic achievements, future aspirations, personal qualities, and professional attributes. Provide them with a copy of the PDF Instructions for Letters for Recommendation.</p> <ul style="list-style-type: none"> <li>▪ One letter must be from a faculty member of supervisor</li> <li>▪ For US physicians only: You must submit a Dean's letter from your medical school as one of the four letters.</li> <li>▪ For the remaining letters, select any other appropriate professional.</li> <li>▪ All letters must be submitted in English.</li> <li>▪ All letters must be specific to your EIS application and dated within the last 6 months.</li> </ul> <p>Once you submit your online application, track receipt of your Letter of Recommendation in the Track Your Application Section.</p>	<p>One letter of recommendation is required with the Science Ambassador Fellowship application. Select someone who is familiar with your academic achievements, future aspirations, personal qualities, and professional attributes.</p> <ul style="list-style-type: none"> <li>▪ Your school's principal, department chair, or your supervisor should write your recommendation.</li> <li>▪ Provide your recommendation writer with the Recommender's Guide provided on the website.</li> <li>▪ Letters must be specific to your Science Ambassador application, on appropriate letterhead, signed, and dated within 6 months of the application.</li> </ul> <p>Once you submit your online application, track receipt of your Letter of Recommendation in the Track Your Application Section.</p>
13.1b. Letter of Recommendation Section	<p>Name  Check if dean of medical school  Organization  Title  Phone  E-mail  Mailing address  Country  State/Province  Zip/Postal code  Relationship to you</p>	<p><b>Fields removed:</b></p> <p>Remove: Check if dean of medical school  Remove: Phone</p>
14.1a Special Requirements Section (Transportation)	<p>Do you have a valid driver's license?  Do you have a personally owned vehicle?  Are you willing to take public transportation if selection?</p>	<p><b>Remove</b></p>
16.2 Application		<p><b>Text change:</b></p>

EIS Application (Page Name)	Current Question/Item	Requested Change
Submission Confirmation	<p>Dear strFname strLname,</p> <p>We have received your online application for the Epidemic Intelligence Service (EIS). Mail supporting materials including your official transcripts and at least four letters of recommendation to the EIS program. These supporting materials must be postmarked by strSubmissionDate. Your application will be reviewed after all supporting materials have been received.</p> <p>You may track receipt of documents and the status of your application online at: InternetWebAddress.</p> <p>Mail supporting materials to:</p> <p>EIS Program ATTN: EIS Application Centers for Disease Control and Prevention 1600 Clifton Road, NE MS E-92 Atlanta, GA 30333</p>	<p>Dear strFname strLname,</p> <p>We have received your online application for the Science Ambassador Fellowship. Please upload one letter of recommendation to the Science Ambassador Fellowship to the application portal. These supporting materials must be uploaded by strSubmissionDate.</p> <p>It is the applicant's responsibility ensure that all required forms are submitted prior to the deadline. Late submissions will not be considered. You may track receipt of your letter of recommendation and the status of your application online at: InternetWebAddress.</p>
16.3 Interview Invitation for US Applicants	<p>Thank you for applying to the Epidemic Intelligence Service (EIS) program beginning July 2015. EIS offers a unique opportunity to learn and practice applied epidemiology as an important member of the CDC team. EIS officers serve in many important roles — from leading field investigations, to conducting epidemiologic analyses of existing data bases, to designing, implementing, and evaluating surveillance systems. The EIS model is TRAINING THROUGH SERVICE and offers an intense, high-energy program.</p> <p>As the next step in the application</p>	<p><b>Text change:</b></p> <p>Congratulations! You are invited to participate in the next step in the CDC Science Ambassador Fellowship application process.</p> <p>In considering whether you wish to interview, please review the following CDC Science Ambassador Fellowship requirements:</p> <ul style="list-style-type: none"> <li>• Completion of an introduction to epidemiology and public health online course.</li> <li>• Commitment to a full-time, 1-week summer course in July.</li> <li>• Collaboration with CDC remotely from July 1 – June 30.</li> </ul> <p>The phone interview takes 20 minutes. The interviewers will inquire about the depth of</p>



EIS Application (Page Name)	Current Question/Item	Requested Change
	<p>process, you are invited to interview at CDC in Atlanta, Georgia. The EIS program is not able to provide reimbursement for any expenses associated with your travel to interview in Atlanta.</p> <p>In considering whether to interview, please review the following EIS requirements:</p> <ul style="list-style-type: none"> <li>▪ Commitment to a full-time, 2-year program beginning in July</li> <li>▪ Flexibility and willingness to work in any of the five EIS assignments you will rank</li> <li>▪ Complete attendance at the following: <ul style="list-style-type: none"> <li>- EIS conference (April 20–24, 2015). This conference occurs before the 2-year assignment begins. Expenses for conference travel will be paid for by the EIS program</li> </ul> </li> <li>▪ Summer EIS course (4 weeks in July)</li> <li>▪ Regional and national conferences and other meetings, as required <ul style="list-style-type: none"> <li>- Termination of previous work and school responsibilities</li> <li>- Ability to travel on short notice as needed by CDC (most travel lasts less than one month)</li> <li>- Flexibility in work days and hours to ensure rapid response to public health problems and to meet training requirements (you may be required to work some weekends or holidays)</li> </ul> </li> </ul> <p>The interview process takes a full day. The interviewers will inquire about the depth of your interest in public health, epidemiology, and the EIS program. In addition, they will assess personal qualities such</p>	<p>your interest in bringing epidemiology and public health science into the K-12 classroom, and the Science Ambassador Fellowship. In addition, they will assess personal qualities such as communication and interpersonal skills, motivation, and enthusiasm.</p> <p>If you are interested in interviewing, complete the Science Ambassador Fellowship Interview request form to <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a>. Your interview date and time will be confirmed by e-mail. You are encouraged to schedule your interview as soon as possible.</p>

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	<p>as communication and interpersonal skills, professionalism, maturity, flexibility, motivation, and enthusiasm. We encourage you to find out as much as you can about CDC and the EIS program prior to your interviews. We have included an EIS assignment book from last year to assist you.</p> <p>On the day of your interview, you will participate in five 30-minute interviews. These will consist of interviews with one to two EIS program staff epidemiologists and representatives from other CDC programs. The EIS Interview Request form, with a list of CDC program areas, is attached.</p> <p>If you are interested in interviewing, complete and return the EIS Interview Request form to <a href="mailto:EISInterviewCoord@cdc.gov">EISInterviewCoord@cdc.gov</a>. Your interview date will be confirmed by e-mail. You are encouraged to schedule your interview as soon as possible.</p> <p>Please report to the EIS office by 7:30 a.m. on your interview day. The office is located at 2400 Century Parkway NE, Atlanta, GA 30345 (map and hotels in the area included). Be prepared to show a picture ID when entering the building (e.g., U.S. driver's license, passport). If you have questions about the interview process call the EIS interview coordinator at 404-498-6110 between 9:00 a.m. and 4:30 p.m. (EDT) Monday through Friday.</p>	
16.4 Interview Invitation for International Applicants	Thank you for applying to the Epidemic Intelligence Service (EIS) program beginning July 2015. EIS offers a unique opportunity to learn and practice applied epidemiology as an important member of the CDC	<b>Remove</b>

EIS Application (Page Name)	Current Question/Item	Requested Change
	<p>team. EIS officers serve in many important roles—from leading field investigations, to conducting epidemiologic analyses of existing data bases, to designing, implementing, and evaluating surveillance systems. The EIS model is training through service and offers an intense, high-energy program.</p> <p>As the next step in the application process, you are invited to interview at CDC in Atlanta, Georgia. The EIS program is not able to provide reimbursement for any expenses associated with your travel to interview in Atlanta. Because of the domestic nature of the program, only a limited number of non-U.S. citizens are selected.</p> <p>In considering whether to interview, please review the following EIS <b>requirements</b>:</p> <ul style="list-style-type: none"> <li>▪ Commitment to a full-time, 2-year program beginning in July</li> <li>▪ Flexibility and willingness to work in any of the five EIS assignments you will rank</li> <li>▪ Proficiency in reading, writing, speaking, and understanding English</li> <li>▪ Complete attendance at the following: <ul style="list-style-type: none"> <li>- EIS conference (April 20–24, 2015). This conference occurs <b>before</b> the 2-year assignment begins. Expenses for conference travel will be paid for by the EIS program</li> <li>- Summer EIS course (4 weeks in July)</li> <li>- Regional and national conferences and other meetings, as required</li> </ul> </li> <li>▪ Termination of previous work and school responsibilities</li> <li>▪ Ability to travel on short notice</li> </ul>	

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	<p>as needed by CDC (most travel lasts less than one month)</p> <ul style="list-style-type: none"> <li>▪ Flexibility in work days and hours to ensure rapid response to public health problems and to meet training requirements (you may be required to work some weekends or holidays)</li> </ul> <p>For non-U.S. citizens to participate in interviews, security clearance for entry into the CDC building MUST be completed 15 days prior to your scheduled interview. You will receive an e-mail from CDC's Office of Safety, Security, and Asset Management (OSSAM) Visitor Management System. We advise you to respond to this e-mail immediately to receive security clearance in a timely manner. On the day of your interview, you will be required to show your passport when entering the building.</p> <p>Interviews take up to one full day. The interviewers will inquire about the depth of your interest in public health, epidemiology, and the EIS program. In addition, they will assess personal qualities such as communication and interpersonal skills, professionalism, maturity, flexibility, motivation, and enthusiasm. We encourage you to find out as much as you can about CDC and the EIS program prior to your interview. We have included an EIS assignment book from last year to assist you in this process.</p> <p>On the day of your interview, you will participate in five 30-minute interviews. These will consist of interviews with one to two EIS program staff epidemiologists and representatives from other CDC programs. The EIS Interview</p>	

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	<p>Request form, with a list of CDC program areas, is attached.</p> <p>If you are interested in interviewing, complete and return the EIS Interview Request form to <a href="mailto:EISInterviewCoord@cdc.gov">EISInterviewCoord@cdc.gov</a>. Your interview date will be confirmed by e-mail. Schedule your interview as soon as possible.</p> <p>Please report to the EIS office by 7:30 a.m. on your interview day. The office is located at 2400 Century Parkway, NE, Atlanta, GA 30345 (map and hotels in the area included).</p> <p>If you have questions about the interview process call the EIS interview coordinator at 404-498-6110 between 9:00 a.m. and 4:30 p.m. (EDT) Monday through Friday.</p>	
<p>16.5 Interview Confirmation for US Applicants</p>	<p>Your EIS Interview is scheduled for InterviewDate</p> <p>On the day of your interview, report to the EIS Program office by 7:30 a.m. EST. The EIS Office is located at 2400 Century Parkway, NE, Atlanta, Georgia 30345; the EIS telephone number is 404-498-6110.</p> <p>You will need to bring a valid, picture ID to enter the building (e.g., U.S. driver's license, passport). Plan to be available for interviews until 5 p.m. EST.</p> <p>If you have further questions or need to reschedule your interview, please respond to this e-mail.</p>	<p><b>Text change:</b></p> <p>Your Science Ambassador Interview is scheduled for InterviewDate, InterviewTime. At your interview time, please call in to the conference call line and enter the passcode as directed.</p> <p>Please do not call until the exact time of interview. Many of our interviews run back-to-back.</p> <p>If you have further questions, please contact us as <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a>.</p>
<p>16.6 Interview Confirmation for International</p>	<p>Your EIS Interview is scheduled on <b>InteviewDate</b></p> <p>This is contingent upon the successful completion of your</p>	<p>Remove</p>

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Applicants	<p>security clearance. Security clearance for non-U.S. citizens is required for you to enter the building on the day of the interview. <b>This process must be completed 15 days prior to your scheduled interview.</b></p> <p>You will receive an e-mail from the Visitors Management System for an International Visitor Requests at CDC. <b>Respond to this e-mail immediately to receive security clearance in a timely manner.</b></p> <p>On the day of your interview, report to the EIS Program office by 7:30 a.m. EST. The EIS Office is located at 2400 Century Parkway, NE, Atlanta, Georgia 30345; the EIS telephone number is 404-498-6110.</p> <p>You will be required to show a valid passport to enter the building. Plan to be available for interviews until 5 p.m. EST. If you have further questions or need to reschedule your interview, please respond to this e-mail.</p>	
16.7 Acceptance Letter	<p>Congratulations! On behalf of the Epidemic Intelligence Service (EIS) Selection Committee, you have been selected for the final phase of appointment as an EIS Officer. In considering your decision, please review the criteria below to ensure you can make a two-year commitment to the Centers for Disease Control and Prevention (CDC) as an EIS Officer.</p> <p>EIS officers must meet the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Rank and match to at least six EIS assignments.</li> <li>▪ Be flexible in your work days and hours in order to provide</li> </ul>	<p><b>Text change:</b></p> <p><b>Congratulations!</b> Your application and interview exemplify the qualities needed to become a Centers for Disease Control and Prevention (CDC) Science Ambassador Fellow. It is because of these qualities that we are pleased to extend an invitation for you to participate in the 2017 CDC Science Ambassador Fellowship. Fellows are expected to attend the summer course in July at CDC Headquarters in Atlanta, Georgia and participate remotely in the program from July 1 of this year to June 30 of next year. Attached you will find your acceptance letter.</p> <p>To initiate your participation, you must confirm your acceptance by sending an e-mail to <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a> by March 15.</p>

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	<p>rapid response to public health problems and meet training requirements. You may be required to work some weekends and holidays.</p> <ul style="list-style-type: none"> <li>▪ Able to travel on short notice as needed by CDC (most emergency travel lasts less than one month).</li> <li>▪ Accept assignment to CDC, a state/local health department, or other EIS approved federal health position.</li> <li>▪ Attend 3 Annual EIS Conferences <ul style="list-style-type: none"> <li>- You are required to attend conference in Atlanta, GA, April 20 – 24, 2015, prior to your July start. <ul style="list-style-type: none"> <li>o Full conference attendance and participation in the assignment interview/match is required.</li> <li>o Interviews for assignment matches will take place Friday, April 24, 2015; match notification is sent via email on Monday, April 27, 2015.</li> <li>o <b>Travel must be arranged by the EIS Office for you to receive reimbursement for travel expenses.</b></li> </ul> </li> <li>- The second and third conferences occur during your EIS assignment.</li> </ul> </li> <li>▪ Attend the following courses and meetings during your 2-year assignment: <ul style="list-style-type: none"> <li>- Summer EIS Course: July of your first year</li> <li>- Two Fall Courses: dates TBD</li> <li>- Tuesday Morning and</li> </ul> </li> </ul>	<p>Please contact us at <a href="mailto:scienceambassador@cdc.gov">scienceambassador@cdc.gov</a> if you have any questions or require additional information.</p>

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	<p>Post-Tuesday Morning Seminars; remote access available for officers outside Atlanta.</p> <ul style="list-style-type: none"> <li>- National and regional conferences and other meetings as required</li> <li>- EIS Rounds as required</li> <li>- Terminate previous work and school responsibilities.</li> </ul> <p>Please note that your appointment is contingent upon verification of credentials and a favorable background check. If applicable, the following must also be confirmed:</p> <ul style="list-style-type: none"> <li>▪ US citizens or US permanents resident must provide proof of a valid, unrestricted license if required for your discipline (physician, veterinarian, nurse, dentist, etc.).</li> <li>▪ Confirmation of qualifying degree if in progress at the time of application. A final transcript showing the conferred qualifying degree must be received by mid-June. Degrees requiring a dissertation must submit proof of defense to the EIS program by March 30, 2015. Acceptable proof of defense includes either official school transcript or letter from Department Chair/Dissertation Advisor).</li> </ul> <p>If you have questions or concerns about meeting any of the above requirements, please contact the EIS program at 404-498-6110, prior to responding to this offer.</p> <p>Reply within 1 week of the date of this e-mail/letter by accessing the EIS Application at <a href="https://fms.cdc.gov/Legacy/Application/EIS">https://fms.cdc.gov/Legacy/Application/EIS</a>. Use the same login information (e-mail address and</p>	



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	<p>password) that you used to apply.</p> <p>After you log in, click the link to review your appointment letter. This provides information regarding salary and benefits. Proceed to the decision screen and indicate your decision, demographic, and conference travel information. If eligible, you may also see a question about interest in a Prematch assignment. Prematch means you can be matched to a particular field assignment in January and need not wait until the April EIS Conference. Select the “see all Prematch assignments” link for information about the Prematch process and detailed position descriptions. Indicating interest in a Prematch assignment(s) does not guarantee a Prematch placement.</p>	
<p>16.8 Invitation to Match Letter</p>	<p>Dear \$strFname\$ \$strLname\$,</p> <p>Congratulations! Your decision to join the 2015 EIS class and your personnel preference was received. The travel information you submitted will be used to process your itinerary from April 20–24, 2015, for attendance and assignment matching at the 64th Annual EIS Conference. Additional preconference information will be sent to you via e-mail in mid-February.</p> <p>If there are any questions about the information you submitted, someone from the EIS program will contact you directly. Please monitor your e-mail for correspondence from us and do not hesitate to contact the EIS program if you have any questions or concerns, 404-498-6110.</p> <p>We look forward to seeing you in</p>	<p><b>Remove</b></p>

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16.9 Travel confirmation letter	<p>Atlanta this April</p> <p>Dear \$strFname\$ \$strLname\$,</p> <p>We have received the information necessary to process your relocation travel and expenses.</p> <p>If you have any questions about the process, contact the EIS office at 404-498-6110.</p>	<b>Remove</b>
16.10 Onboarding letter	<p>We hope you enjoyed the EIS Conference and are excited about joining us in July. To complete your appointment, return to the EIS Application (<a href="https://fms.cdc.gov/Legacy/Application/EIS">https://fms.cdc.gov/Legacy/Application/EIS</a>) and login using the same information (e-mail address and password) that you used to apply. Complete the requested information within 1 week of the date of this e-mail. This information will be used to arrange your travel to Atlanta in July (and final destination if based outside of Atlanta). Fellows will also be required to complete Form 1436: Fellowship Service Agreement for Travel and Transportation Expenses to ensure timely processing.</p> <p>If you have any questions, please contact the EIS office at 404-498-6110.</p>	<b>Remove</b>