

September 13, 2017

TO: Office of Management and Budget (OMB)

Through: Reports Clearance Officer, DHHS[[1]](#endnote-1)

 Project Clearance Chief, NIH

 Project Clearance Liaison, Tammy-Dean Maxwell, NIGMS

FROM: Dr. Michael Sesma, Project Officer

 National Institute of General Medical Sciences (NIGMS)

SUBJECT: Non-subtantial Change Request to Evaluation of the Enhancing Diversity of the NIH-funded Workforce Program for the National Institute of General Medical Sciences (NIGMS)(OMB#: 0925-0747; Expiration Date: 11/30/2019)

We are writing to request approval of some non-substantial changes to data collection instruments scheduled for use this Fall as part of the Evaluation of the Enhancing Diversity of the NIH-funded Workforce Program for the Nation Insitute of General Medical Sciences (NIGMS) OMB#:0925-0747. The proposed modifications do not change the scope of the inquiry; nor do they alter the method of collection or the population of participants outlined in the original application.

First, for the *BUILD Faculty Annual Follow-up Survey*, the requested modifications are designed to enhance recruitment (through improved introduction), streamline administration by reorganizing the order of sections for better flow between topics and to prioritize key evaluation constructs as well as clarifying the intent of items. Items that have been moved are highlighted in GREEN. Items where there are wording or format changes are highlight in YELLOW. For clarification purposes, we have modified the wording and/or formatting for several items (e.g., specifying academic year 2016-17 rather than “past year” or other wording to clarify the intent of the item (e.g., items 4, 6, 11-15, 21, 22). In several cases, we have also combined several items into a single item (e.g., item 1 - compiling what were several items asking about various types of training into a single item, and for 2 mentoring items - combining questions about type and frequency of mentoring activities into a single item [see items 8 & 20]. [See Attachment 14 (Revised 7.31.17)].

Second, for the *National Research Mentoring Network (NRMN) Annual Follow-up Mentor and Mentee Surveys*, we have similarly sought to enhance recruitment (through improved introduction) and streamline administration through some re-organization along with modifications to wording and formatting that parallel those made to items in the Faculty Survey. Green highlighting was again used to indicate items that were moved and yellow highlighting to indicate those where wording/formatting was modified. In the Mentor survey, we modified item 1 on possible training completed and also combined questions about type and frequency of mentoring activities into a single item - see modified mentor items 6 & 11 [Attachment 17 – Modified 7.31.17]. Parallel to the Faculty Follow-up survey, we also modified item wording and/or formatting to clarify the time frame (e.g., specifying academic year 2016-17 rather than “past year”) and modified other wording to clarify the intent of the item (e.g.,items 4,5,10,12,15, 23). In the Mentee Survey, we similarly combined questions about type and frequency of mentoring activities into a single item (see items 6 & 11 [Attachment 18 - Modified 7.31.17]) and modified item wording and/or formatting to clarify the time frame or made other wording to clarify the intent of the item (e.g.,items 2-5, 10, 25).

Third, to better assess mentoring relationships, we have modified the wording for selected items addressed to mentors (*Mentor Skills Assessment*, Attachment 19 – Modified 7.31.17; items 2-5) and mentees (*Mentee Mentor Assessment*, Attachment 15 – Modified 7.31.17; items 2-5).

We believe that these modifications will facilitate completion of the respective instruments by their intended respondents. The proposed changes prioritize the Annual Follow-up Survey items that are of greatest priority to the program evaluation for BUILD faculty and NRMN mentors and mentees and clarify the intent of key items regarding mentoring relationships.

|  |
| --- |
| A.12.1: Annualized Estimate of Hour Burden  |
| Type of Respondents | Number of Respondents | Frequency of Response | Average Time per Response (in hours) | Annual Hour Burden |
| BUILD Student - Entrance Survey (Version A:HERI Freshman Survey [Attachment 8a], Version B: HERI Freshman Survey for Non-Freshman Transfers [Attachment 8b]) | 15,000  | 1 | 45/60 | 11,250 |
| BUILD Student – Your First College Year (HERI – Attachment 10) | 5,000 (done only 2015) | 1 | 45/60 | 3,750 |
| BUILD Student – Follow-up survey at graduation (HERI College Senior Survey; Attachment 11) | 15,000 | 1 | 45/60 | 11,250 |
| BUILD Student Annual Follow-up Survey (Attachment 12) |  |  |  |  |
| 1. 2015 Cohort - DONE
 | 5,000 | 3 | 25/60 | 6,250 |
| 1. 2016 Cohort - DONE
 | 5,000 | 3 | 25/60 | 6,250 |
| 1. 2017 Cohort
 | 5,000 | 1 | 25/60 | 2,083 |
| BUILD Faculty Survey (HERI Faculty Survey; Attachment 13)  | 500 | 1 | 45/60 | 375 |
| BUILD Faculty Annual Follow-up survey (Attachment 14 – Modified 7.31.17) | 500 | 2 | 25/60 | 417 |
| BUILD Mentee Mentor Assessment (Attachment 15 – Modified 7.31.17) | 1,000 | 3 | 10/60 | 500 |
| BUILD Institutional Research & Program Data Requests (Attachment 25) | 10  | 3 | 16  | 480 |
| BUILD Implementation Reports (Attachment 26) | 10  | 3 | 16  | 480 |
| BUILD Site Visits (Attachment 23)  | 120 | 3 | 24  | 8,640 |
| BUILD Case Studies Preparation (Attachment 23) | 24 | 1 | 40  | 960 |
| BUILD Case Study Interviews (Attachment 23)  |  |  |  |  |
| 1. Undergraduate Students
 | 170 | 1 | 90/60 | 255 |
| 1. Graduate/post-doctoral students
 | 70 | 1 | 90/60 | 105 |
| 1. PI’s, Program Managers/Directors, & Faculty
 | 162 | 1 | 90/60 | 243 |
| NRMN Mentee Annual Follow-up Surveys (Attachment 18 – Modified 7.31.17) |  |  |  |  |
| 1. 2016 student cohort - DONE
 | 375 | 3 | 25/60 | 469 |
| 1. 2016 faculty cohort - DONE
 | 100 | 3 | 25/60 | 125 |
| 1. 2017 student cohort
 | 375 | 2 | 25/60 | 313 |
| 1. 2017 faculty cohort
 | 100 | 2 | 25/60 | 83 |
| 1. 2018 student cohort
 | 375 | 1 | 25/60 | 156 |
| 1. 2018 faculty cohort
 | 100 | 1 | 25/60 | 42 |
| NRMN Mentor Annual Follow-up Surveys (Attachment 17 – Modified 7.31.17) |  |  |  |  |
| 1. 2016 Cohort – DONE
 | 375 | 3 | 25/60 | 469 |
| 1. 2017 Cohort
 | 375 | 2 | 25/60 | 313 |
| 1. 2018 Cohort
 | 375 | 1 | 25/60 | 156 |
| NRMN Mentees – Program specific modules for tracking survey: Mentee Assessment of Mentor (Attachment 15 – Modified 7.31.17), Research & Grant Writing (Attachment 20), Institutional Context (Attachment 22) |  |  |  |  |
| 1. 2016 student cohort – DONE
 | 375 | 3 | 10/60 | 188 |
| 1. 2016 faculty cohort - DONE
 | 100 | 3 | 10/60 | 50 |
| 1. 2017 student cohort
 | 375 | 2 | 10/60 | 125 |
| 1. 2017 faculty cohort
 | 100 | 2 | 10/60 | 33 |
| 1. 2018 student cohort
 | 375 | 1 | 10/60 | 63 |
| 1. 2018 faculty cohort
 | 100 | 1 | 10/60 | 17 |
| NRMN Mentors – Program specific modules for tracking survey:Mentor Skills (Attachment 19 – Modified 7.31.17),Coaching Training (Attachment 21),Institutional Context (Attachment 22) |  |  |  |  |
| 1. 2016 Cohort – DONE
 | 375 | 3 | 10/60 | 188 |
| 1. 2017 Cohort
 | 375 | 2 | 10/60 | 125 |
| 1. 2018 Cohort
 | 375 | 1 | 10/60 | 63 |
| NRMN site visits (Attachment 24) | 1 | 6 | 16  | 96 |
| NRMN Case Study Interviews (Attachment 24) |  |  |  |  |
| 1. Investigators
 | 37 | 3 | 1  | 111 |
| 1. Mentors
 | 30 | 1 | 1 | 30 |
| 1. Student mentees
 | 15 | 1 | 1 | 15 |
| 1. Faculty mentees
 | 15 | 1 | 1 | 15 |
| Total | 57764 | 85723 |  | 56,530 |

1. [↑](#endnote-ref-1)