



National Institutes of Health
National Institute of
General Medical Sciences
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September 13, 2017

TO: Office of Management and Budget (OMB)
Through: Reports Clearance Officer, DHHS¹
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-substantial 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 National Institute 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 highlighted 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)				
a. 2015 Cohort - DONE	5,000	3	25/60	6,250
b. 2016 Cohort - DONE	5,000	3	25/60	6,250
c. 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)				
a. Undergraduate Students	170	1	90/60	255
b. Graduate/post-doctoral students	70	1	90/60	105
c. PI's, Program Managers/Directors, & Faculty	162	1	90/60	243
NRMN Mentee Annual Follow-up Surveys (Attachment 18 – Modified 7.31.17)				
a. 2016 student cohort - DONE	375	3	25/60	469
b. 2016 faculty cohort - DONE	100	3	25/60	125
c. 2017 student cohort	375	2	25/60	313
d. 2017 faculty cohort	100	2	25/60	83
e. 2018 student cohort	375	1	25/60	156
f. 2018 faculty cohort	100	1	25/60	42
NRMN Mentor Annual Follow-up Surveys (Attachment 17 – Modified 7.31.17)				

a. 2016 Cohort – DONE	375	3	25/60	469
b. 2017 Cohort	375	2	25/60	313
c. 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)				
a. 2016 student cohort – DONE	375	3	10/60	188
b. 2016 faculty cohort - DONE	100	3	10/60	50
c. 2017 student cohort	375	2	10/60	125
d. 2017 faculty cohort	100	2	10/60	33
e. 2018 student cohort	375	1	10/60	63
f. 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)				
a. 2016 Cohort – DONE	375	3	10/60	188
b. 2017 Cohort	375	2	10/60	125
c. 2018 Cohort	375	1	10/60	63
NRMN site visits (Attachment 24)	1	6	16	96
NRMN Case Study Interviews (Attachment 24)				
a. Investigators	37	3	1	111
b. Mentors	30	1	1	30
c. Student mentees	15	1	1	15
d. Faculty mentees	15	1	1	15
Total	57764	85723		56,530

