



December 5, 2017

TO: Office of Management and Budget (OMB)
Through: Reports Clearance Officer, DHHS
Project Clearance Chief, NIH
Project Clearance Liaison, Keisha L. Shropshire, ODP

FROM: Kat Schwartz, Communications Specialist
Office of Disease Prevention (ODP)

SUBJECT: Non-substantial Change Request to Identifying Experts in Prevention Science
Methods to Include on NIH Review Panels for the Office of Disease Prevention
(ODP) (OMB#: 0925-0728; Expiration Date: 11/30/2020)

The NIH Office of Disease Prevention (ODP) wishes to submit non-substantial modifications to our current OMB Clearance # 0925-0728, expiration date 11/30/2020, "Identifying Experts in Prevention Science Methods to Include on NIH Review Panels". The proposed modifications do not add or remove questions, nor do they change the scope of the inquiry, alter the method of collection, or the population of participants outlined in the original application.

First, for the Prevention Research Expertise Survey (PRES), the requested non-substantial modifications are limited to the landing page of the survey, which provides background and rationale. The requested modifications are designed to 1) clarify the language to make it easier for returning respondents to understand and navigate the updated survey, 2) update the language in the body of the page to more accurately reflect the Privacy Act Notifications Statement, and 3) improve the flow between concepts. Wording or format changes have been highlighted in yellow. In addition, the track/change function was used to strikeout the text that will be removed and to add the refined wording (see Attachment 1, revised 12/05/2017).

Second, for the "Participant Emails," the requested non-substantial modifications are designed to clarify the intent of the email and improve the effectiveness of our communications both with prospective participants and with participants who have completed the survey. In the "Invitation Email," we added a statement that participants can share the email about the survey with their colleagues and other experts in the field (see item 1, Attachment 2, revised 12/05/2017). In the "Confirmation Email," we clarified existing language about sharing the email with their colleagues and other experts in the field, and we added a statement inviting them to sign-up for the ODP's email listserv if they want to stay apprised of the Office's latest activities (see item 2, Attachment 2, revised 12/05/2017). We also added a new e-mail message, "Survey Announcement," to improve our outreach and education efforts about the survey. This new message uses much of the same language and is consistent with the emails and messages previously approved by OMB (see item 6, Attachment 2, revised 12/05/2017). Again, wording

changes have been highlighted in yellow, and the track/change function was used to strikeout the text that will be removed and to add the new, revised wording.

We believe these modifications will facilitate completion of the survey by making it easier for participants to understand the survey's intent.