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

Application Module
Epidemic Intelligence Service

Date Submitted: March 14, 2018

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 CDC, public health agencies seeking 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) from programs. FMS has a robust, flexible framework, effectively tailored for various CDC fellowships, including the Epidemic Intelligence Service (EIS). 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 FMS application module is a streamlined application for CDC training programs where interested applicants can submit a fellowship application online and track the status of the application (e.g., all application materials received by CDC and whether the applicant was selected as a fellow).

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 is for the FMS application module for the Epidemic Intelligence Service (EIS) fellowship program. Changes address feedback received from applicants and agency wide application reviewers. Changes support the efficiency and effectiveness of CDC's EIS training program. The details of these changes are described below, and depicted in Table B and Attachment 1 (Screen Shots for Modifications) and Attachment 2 (FMS Application Module).

Changes include five additional questions that will increase efficiency in screening applicant eligibility. These changes are necessary to ensure that only eligible, qualified applicants move forward in the application process. We are also removing four questions that are no longer needed for the application process. The proposed changes were tested by (6) CDC staff and external partners, timed, and found that completion of the application module with the changes results in no additional time per respondent. The proposed changes do not impact burden. Modifications will support a streamlined, standard application process.

Table A: Fellowship Use of FMS Modules

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

Table B: Proposed Changes to the FMS Application Module for EIS Program

EIS Host Site Application Page Name	Current Question	Requested Change
5.2 Citizenship Status Section	None	**New Question:** For international applicants: Do you have a completed degree from an approved country list? • Yes • No
5.2 Citizenship Status Section	None	**New Question (drop down menu):** For international applicants: What country is your degree from? • Anguilla • Antigua • Australia • Bahamas • Barbados • Barbuda • Belize • Bermuda • British Virgin Islands • Canada • Dominica • Grand Cayman Islands • Grenada • Guyana • Irish Republic • Jamaica • Montserrat • New Zealand • Saint Kitts and Nevis • St. Lucia • St. Vincent & the Grenadines

		• Tobago • Trinidad • Turks and Caicos Islands • United Kingdom • United States
5.2 Citizenship Status Section	None	**New Question:** For international applicants: What type of TOEFL exam did you take? • Internet-based TOEFL • Computer-based TOEFL • Paper-based TOEFL
5.2 Citizenship Status Section	None	**New Question:** For international applicants: What was your total score on your TOEFL exam?
6.3 High School Education Section	• High school attended from date	**Question removed**
6.3 High School Education Section	• Did you receive an academic honor at this institution?	**Question removed**
6.3 High School Education Section	• What type of academic honor?	**Question removed**
6.3 High School Education Section	• Grade point Average	**Question removed**
6.4 College/University Education Section	None	**New Question:** For PhD Candidates: What is your estimated PhD defense date?
7.1a Postgraduate Training and Skills Page	• Do you have postgraduate clinical training? • Are you board certified or board eligible in the United States? • Did you complete additional training not entered in the Education section?	**Text Change:** Do you have any of the following trainings or skills to add? • Clinical training • U.S. Board certification • Additional training or certification • Language skill
7.1a Postgraduate Training and Skills Page	• Primary spoken language:	**Text Removed:** • Primary spoken language: **move to section 5.2 Citizenship Status Section**
8.1a Work and Volunteer Experiences Page	• Do you have work experience?	**Text Change:** Do you have any of the following to add? • Work experience

	• Do you have community or volunteer service experience?	• Community or volunteer service
9.1a Publications, Presentations, Grants Page	• Have you published articles? • Have you made professional presentations? • Have you submitted an applications and received a research grant (do not include grants that you did not write)?	**Text Change:** Do you have any of the following to add? • Publications • Presentations • Grants • Honors or Awards
10.1a Honors and Awards Page	• Have you received or earned any honors or awards?	