<div align="center">

Change Request

Prevention Research Center Program Evaluation Reporting System (PRC-PERS)
(OMB No. **0920-0650** Exp. Date 6/30/2019)
June 15, 2018

</div>

Summary

We request the following two changes: 1) OMB approval of the shift of the Prevention Research Center Program's Evaluation Reporting System (PRC-PERS) from a SharePoint-based electronic platform to a REDCap electronic platform. This change is necessitated by CDC's IT decision to migrate all SharePoint usage in mid-2018 to the Microsoft Cloud via a new version of SharePoint that does not offer the programming components necessary for the PRC-PERS data collection. 2) Deletion of questions related to research cost; these questions are being removed because sufficient data have been collected.

Attachments

1 - PERS REDCap Screenshots for 2014-2019 Funding Cycle Years 4 and 5 – proposed new electronic data collection system

Background and Justification

The 26 PRCs (located at Schools of Public Health or Medical Schools with Preventive Medicine Residency Programs) receive funding (approximately $750,000.00/year for a 5 year cycle) from the CDC to conduct outcomes-oriented, applied prevention research on a broad range of topics using a multi-disciplinary and community-engaged approach. The purpose of the PRC-PERS data collection is to monitor progress, outputs and outcomes on a set of 25 PRC Program evaluation indicators related to PRCs' infrastructure, core functions and core research. The currently approved survey instrument was developed in SharePoint with enhanced Access Services and is housed on a SharePoint server. CDC will no longer support this system as of July 1, 2018. This IT change results in the PRC Program not being able to collect the 4th budget year's evaluation data from awardees (had been scheduled for July 1 – September 30, 2018), until a new system is created. Therefore, the PRC Program has developed a new process to collect evaluation data – using the same data collection instrument approved in OMB No. 0920-0650 but via a different electronic system. In order to continue collecting data, the PRC Evaluation Team proposes shifting to a REDCap data collection system, which mirrors the approved SharePoint data collection system as closely as possible.

Second, the currently approved instrument included a section that collected data about the cost of the Core Research project of the PRC. Collection of cost data was completed in Years 1 and 2, but the PRC Program decided to end data collection of research cost after year 2; therefore, it is not included in the REDCap version of the instrument. Otherwise there are no changes to the approved topics or questions, although the layout of the screenshots is changed due to differences between the two systems. The primary change is from the SharePoint system tabs, on which the user would click to enter data; REDCap instead presents a continuous questionnaire, shows all the response options without the dropdown boxes used in SharePoint, and offers a more streamlined data entry process. The instructions displayed on the first page of the REDCap system instrument have been modified to reflect guidance

specific to REDCap. The definitions/instructions which appeared in the final tab for each section of the SharePoint instrument now appear at the start of each section of the REDCap instrument. **Attachment 2** provides screenshots of the proposed REDCap data collection system.

Listed below are the subsections proposed for deletion because sufficient data have been collected.

DELETIONS (subsections of the Cost Analysis Section)

1. **Participant Count/Duration**

2. **Labor**

3. **Materials and Consumables**

4. **Travel**

5. **Location**

6. **Cost to Participant (Indirect)**

Burden Estimate

PERS data are entered by each of 26 PRCs. The total estimated annualized burden of the currently approved SharePoint instrument is 1,248 hours and that burden will be reduced by 7 hours due to elimination of the core research cost section in the REDCap electronic instrument.

Type of Respondents	Form Name	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hrs.)	Total Burden (in hrs.)
Prevention Research Center	PRC Program Web-based Data Collection system	26	1	41	1,066
				Total	1,066