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

Application Module
Epidemic Intelligence Service

Date Submitted: August 8, 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). After an application review process is complete, a subset of applicants are invited to participate in EIS Interview Day for selection into the program.

The purpose of this change request is for OMB approval of proposed modification to data elements to accommodate the changing need of Epidemic Intelligence Service (EIS) fellowship program. The proposed change request includes one additional question that will allow the program to assess the written communication skills of a subset of applicants (i.e., applicants invited to the in-person Interview Day). A maximum of 200 applicants are invited to participate in Interview Day each year. During Interview Day, these applicants will log into their FMS application module and respond to a single prompt during a timed, 30-minute session. Applicants will only view and be asked to respond to one of three prompts for the Timed Personal Statement (i.e., Prompt A, Prompt B, or Prompt C). The addition of this question to the subset of 200 applicant respondents represents an additional100 hours of burden and results in an increase from 3485 to 3585 hours (Table below: Estimated Annualized Burden Hours).

Written communication skills are an important attribute of successful EIS officers. The proposed change addresses feedback received from program staff to assess the writing communication skills of applicants during in-person interviews, thus enhancing the quality of applicants selected into the 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).

Estimated Annualized Burden Hours

Type of respondents	Form	Number of respondents	Frequency of Response	Average Burden Time per Response (in hours)	Average total Response Burden (in hours)
Fellowship applicants	FMS Application Module	1991	1	1.75	3485
	Subset of EIS applicants	200	1	30/60	100
					3585

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
11.1b- Timed Personal Statement – Prompt A	None	**New Question:** *You have 30 minutes to complete this Writing Assessment. The maximum word count is 500. The proctor will let you know when 5 minutes and 1 minute remain.* Below is the list of EIS Core Activities of Learning, or CALs, which EIS officers must complete over the course of the fellowship. **EIS Core Activities of Learning (CALs):** CAL 1: Conduct or participate in a field investigation of a potentially serious public health problem that requires a timely response CAL 2: Design, conduct, and interpret an epidemiologic analysis CAL 3: Evaluate a public health surveillance system CAL 4: Give an in-depth public health talk on the officer's original work or in their field of study CAL 5: Give a 5–15 minute oral presentation to a scientific audience CAL 6: Write a scientific manuscript for a peer-reviewed journal CAL 7: Write a concise public health update communicating timely information CAL 8: Write a scientific abstract CAL 9: Communicate complex scientific

		concepts to a lay audience CAL 10: Provide service to the agency (health department or CDC) Write an email to your supervisor, Dr. Lee, to summarize a professional development goal for the first 6 months of your fellowship. To do this, please select at least one CAL, discuss why you want to focus on this activity, and describe how this activity will help to meet your professional goals.
11.1c- Timed Personal Statement – Prompt B	None	*You have 30 minutes to complete this Writing Assessment. The maximum word count is 500. The proctor will let you know when 5 minutes and 1 minute remain.* Below is the Centers for Disease Control and Prevention (CDC) Pledge to the American People**:** 1. Be a diligent steward of the funds entrusted to our agency 2. Provide an environment for intellectual and personal growth and integrity 3. Base all public health decisions on the highest quality scientific data that is derived openly and objectively 4. Place the benefits to society above the benefits to our institution 5. Treat all persons with dignity, honesty, and respect Write an email to the CDC Director, Dr. Redfield, and briefly describe how this pledge might relate to your work as an EIS officer and public servant.
11.1d- Timed Personal Statement – Prompt C	None	*You have 30 minutes to complete this Writing Assessment. The maximum word count is 500. The moderator will let you know when 5 minutes and 1 minute remain.* EIS is a unique fellowship of service and on-the-job learning where much of the training occurs through hands-on assignments. Strong supervision is a vital part of the EIS

| | | training. The EIS program is seeking feedback on what makes a great supervisor. |
| | | Write an email to the EIS Chief, Dr. Pevzner, describing what qualities make a great supervisor and what you hope to learn from your supervisor during the EIS fellowship. |