

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

**Application Module
Public Health Associate Program**

Date Submitted: January 7, 2019

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 training programs, including the Public Health Associate Program (PHAP). 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 an application online.

The purpose of this change request is for OMB approval of proposed modifications to data elements to accommodate the changing needs of the PHAP fellowship program. Specifically, this change request is to address feedback received on the FMS application module from applicants and agency wide application reviewers. Changes support the efficiency and effectiveness of CDC's PHAP 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 four 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 revising three questions and adding a new question in the Personal Statement Section. We are also clarifying the language in the Interest Areas and Preferences Section about the work that the associate will be performing at the host site. The previous question did not provide the information intended. In addition, we have included list (see Attachment 3) of possible responses, to further eliminate confusion.

The proposed changes have been reviewed by PHAP, Division, and Center leadership, 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 and selection process.

Table A: Fellowship Use of FMS Modules

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

Table B: Proposed Changes to the FMS Application Module for PHAP

PHAP Application Page Name	Current Question	Requested Change
11.1 Personal Statement	Please write a narrative of 750 words or less that addresses the following: 1. What are your goals after completing PHAP? 2. How would PHAP help you fulfill these goals? 3. How does PHAP compliment your previous public health training, work, and experiences?	Removed previous questions. New Questions: 1. What makes you a good candidate for PHAP? 2. Describe how PHAP will help you achieve your goals. 3. What influenced you to consider a career in public service?
11.1 Personal Statement	None	New Question: How do the CDC values of integrity, respect and accountability align with your values?
12.3 a. Interest Areas and Preferences Section Pg. 55 and the list is on Pg. 92	Program Name	Previous Question and Title removed. New Question and Title: Assignment name (Subject area) Clarifying instructions: Select the subject area that the associate will be working in for the majority of their assignment. See list below
12.4a – Regional Location Pg. 55 and the list is on Pg. 93	Geographic preference	Previously listed by HHS Regions: New: List revised by state versus region Now listed by state for better matching based on geographic preference. See list below

ASSIGNMENT INFORMATION SUBJECT AREA(S)

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Accreditation
Adolescent and school health
Asthma and allergies
Cancer Prevention and Control
Chronic Diseases
Community/Population Health
Nutrition/Obesity
Emergency Response/Disaster Preparedness
Emerging Infectious Disease
Environmental Health
Food safety
Genomics
Health Equity
Healthcare Associated Infections
Healthy Homes
Heart Disease and Stroke Prevention
HIV
Immunizations
Infectious Diseases (General)
Injury Prevention
Maternal and Infant Health
Non-communicable Diseases
Opioid Response
Oral Health
Pest, Vector, and Animal Control
Public Health Law
Public Health Surveillance (General)
Quality Improvement
Reproductive Health
STD Prevention
TB Prevention
Tobacco Prevention and Cessation
Tribal Health
Vector-borne diseases
Youth Violence Prevention
Water safety (drownings, boating)
Waterborne disease
Viral hepatitis
Automobile safety (car restraints, crashes, etc.)
Diabetes
Community Health Improvement

GEOGRAPHIC PREFERENCE

REGIONAL LOCATION (GEOGRAPHIC PREFERENCE)
No Preference
Alabama - Region 4
Alaska - Region 10
American Samoa - Region 9
Arizona - Region 9
Arkansas - Region 6
California - Region 9
Colorado - Region 8
Commonwealth of the Northern Mariana Islands - Region 9
Connecticut - Region 1
Delaware - Region 3
District of Columbia - Region 3
Federated States of Micronesia - Region 9
Florida - Region 4
Georgia - Region 4
Guam - Region 9
Hawaii - Region 9
Idaho - Region 10
Illinois - Region 5
Indiana - Region 5
Iowa - Region 7
Kansas - Region 7
Kentucky - Region 4
Louisiana - Region 6
Maine - Region 1
Maryland - Region 3
Massachusetts - Region 1
Michigan - Region 5
Minnesota - Region 5
Mississippi - Region 4
Missouri - Region 7
Montana - Region 8
Nebraska - Region 7
Nevada - Region 9
New Hampshire - Region 1
New Jersey - Region 2
New Mexico - Region 6
New York - Region 2
North Carolina - Region 4
North Dakota - Region 8
Ohio - Region 5
Oklahoma - Region 6
Oregon - Region 10
Pennsylvania - Region 3
Puerto Rico - Region 2

Republic of Palau - Region 9
Republic of the Marshall Islands - Region 9
Rhode Island - Region 1
South Carolina - Region 4
South Dakota - Region 8
Tennessee - Region 4
Texas - Region 6
U.S. Virgin Islands - Region 2
Utah - Region 8
Vermont - Region 1
Virginia - Region 3
Washington - Region 10
West Virginia - Region 3
Wisconsin - Region 5
Wyoming - Region 8