

## Copy of 2020 NIH Office of Extramural Research (OER) Employee Training Survey

**This survey is being conducted by the NIH OD-OER, Extramural Staff Training Office (ESTO). We are seeking information from extramural staff regarding your training expectations, outcomes, and needs. Your feedback is very valuable and will help to inform future training offerings for you and other extramural staff.**

**The information you provide will be combined with the other feedback and will not be reported out in any way that could identify you. It should take you approximately 10 to 15 minutes to answer all of the questions.**

**If you have any questions about the survey, please contact Paul Guansing at [NIHSTAFFTRAINING@OD.NIH.GOV](mailto:NIHSTAFFTRAINING@OD.NIH.GOV)**

**Thank you in advance, for providing your feedback.**

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Public reporting burden for this collection of information is estimated to vary from 10 to 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0648). Do not return the completed form to this address.

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1. Which business area(s) do you work in?

- ☐ Program ☐ Grants
- ☐ Review
- ☐ Other (please specify)

2. What is your NIH Role?

- ☐ Scientific Program Director ☐ Program Officer
- ☐ Grants Management Specialist ☐ Program Analyst/Specialist
- ☐ Grants Officer ☐ Health Science Policy Analyst/Officer
- ☐ Health Program Specialist ☐ Review Officer
- ☐ Other (please specify)

\* 3. What is your NIH Job Series?

- ☐ 0343 ☐ 0603
- ☐ 0401 ☐ 1109
- ☐ 0601 ☐ Contractor
- ☐ 0602
- ☐ Other (please specify)

4. Are you certified as a FAC-COR (Federal Acquisition Certification for Contracting Officer's Representatives)?

- ☐ Yes
- ☐ No

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5. Which IC/Office do you work for?



6. Please indicate your employment history.

	Less than 1 year	1 to 2 years	2 to 5 years	5 to 10 years	More than 10 years	N/A
Years of federal employment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total years at NIH:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Years in the Extramural Program:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Years in your current position:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 7. In the calendar year 2019, did you take any training at NIH for professional development, or related to your position roles and responsibilities? (Please do not include required/mandatory training such as Ethics, Sexual Harassment, or Computer Security.)

☐ Yes

☐ I do not recall

☐ No

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8. Please select all the NIH ICs/Offices whose training you took in the calendar year 2019. If you remember some but not all of them, select the ones you remember AND select, *I do not recall the other training providers.*

- |  |  |
|--|--|
| <input type="checkbox"/> NIH Training Center (NIHTC)                           | <input type="checkbox"/> OER-Extramural Staff Training Office (ESTO)                         |
| <input type="checkbox"/> National Library of Medicine (NLM)                    | <input type="checkbox"/> OER-Office of Extramural Programs (OEP)                             |
| <input type="checkbox"/> Center for Information Technology (CIT)               | <input type="checkbox"/> OER-Office of Laboratory Animal Welfare (OLAW)                      |
| <input type="checkbox"/> OER-electronic Research Administration (eRA) training | <input type="checkbox"/> OER-Office of Portfolio Analysis (OPA)                              |
| <input type="checkbox"/> Scientific Review Training Classes                    | <input type="checkbox"/> OER-Office of Policy for Extramural Research Administration (OPERA) |
| <input type="checkbox"/> Grants Management University (GMU)                    | <input type="checkbox"/> I do not recall the other training providers.                       |
| <input type="checkbox"/> Scientific Program and Review Interest Group (SPRIG)  | <input type="checkbox"/> I do not recall.  |
| <input type="checkbox"/> Other (please specify)                                |  |

9. If you took any Office of Extramural Research (OER) online courses or webinars, did you experience any difficulties or issues? (Please select all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Low quality video              | <input type="checkbox"/> Problems with audio |
| <input type="checkbox"/> Font size too big or too small | <input type="checkbox"/> Problems with video |
| <input type="checkbox"/> Other (please describe)        |  |

\* 10. If you participated in any Office of Extramural Research Training (OER) training in 2019, select all the class(es) you took. If you do not remember all of the class titles, please select the ones you remember AND select, *I do not recall the other training providers*

- |  |   |
|--|---|
| <input type="checkbox"/> Anchor Orientation: Fundamentals of Extramural Activities (FEA)                 | <input type="checkbox"/> RCDC Analytical Tools  |
| <input type="checkbox"/> Integrated Core Curriculum (any or all parts 1-6)                               | <input type="checkbox"/> Annual NIH Extramural Staff Research Integrity Workshop                  |
| <input type="checkbox"/> Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium | <input type="checkbox"/> OER-Extramural Staff Training Office (ESTO) Grab & Go Session            |
| <input type="checkbox"/> Investability 101 (any or all parts 1-3)  | <input type="checkbox"/> I do not recall the other course titles.                                 |
| <input type="checkbox"/> Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)         | <input type="checkbox"/> I do not recall any of the course titles.                                |
| <input type="checkbox"/> Integrity in Review   | <input type="checkbox"/> I did not take any Office of Extramural Research (OER) training in 2019. |
| <input type="checkbox"/> Other (please specify)  |   |

11. We would like your feedback on up to three of the courses you may have taken from the list of Office of Extramural Research (OER) Training.

- |   |   |
|---|---|
| <input type="radio"/> Anchor Orientation: Fundamentals of Extramural Activities (FEA)                 | <input type="radio"/> Integrity in Review   |
| <input type="radio"/> Integrated Core Curriculum (any or all parts 1-6)                               | <input type="radio"/> RCDC Analytical Tools   |
| <input type="radio"/> Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium | <input type="radio"/> Annual NIH Extramural Staff Research Integrity Workshop       |
| <input type="radio"/> Investability 101 (any or all parts 1-3)  | <input type="radio"/> OER-Extramural Staff Training Office (ESTO) Grab & Go Session |
| <input type="radio"/> Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)         | <input type="radio"/> [Insert text from Other]                                      |

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12. In what format(s) did you take this course? (Select all that apply.)

- ☐ In-person (classroom) ☐ Webinar/WebEx
- ☐ e-modules
- ☐ Other (please specify)

13. How effective was this course in...

	Highly effective	Effective	Not very effective	Not at all effective	Not applicable
Developing key skills & competencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building your confidence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing your productivity at work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reducing agency risks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building awareness around new policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refreshing your awareness of existing policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grow as a leader in your business area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you perform your job better.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What are one or two important things you learned?

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\* 14. We would like your feedback on up to three of the courses you may have taken from the list of Office of Extramural Research (OER) Training.

- |   |   |
|---|---|
| <input type="radio"/> [Insert text from Other]  | <input type="radio"/> Integrity in Review   |
| <input type="radio"/> Anchor Orientation: Fundamentals of Extramural Activities (FEA)                 | <input type="radio"/> RCDC Analytical Tools   |
| <input type="radio"/> Integrated Core Curriculum (any or all parts 1-6)                               | <input type="radio"/> Annual NIH Extramural Staff Research Integrity Workshop       |
| <input type="radio"/> Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium | <input type="radio"/> OER-Extramural Staff Training Office (ESTO) Grab & Go Session |
| <input type="radio"/> Investability 101 (any or all parts 1-3)  | <input type="radio"/> [Insert text from Other]                                      |
| <input type="radio"/> Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)         |   |

15. In what format(s) did you take this course? (Select all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> In-person (classroom)  | <input type="checkbox"/> Webinar/WebEx |
| <input type="checkbox"/> e-modules              |  |
| <input type="checkbox"/> Other (please specify) |  |

16. How effective was this course in...

	Highly effective	Effective	Not very effective	Not at all effective	Not applicable
Developing key skills & competencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building your confidence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing your productivity at work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reducing agency risks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building awareness around new policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refreshing your awareness of existing policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grow as a leader in your business area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you perform your job better.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What are one or two important things you learned?



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\* 17. We would like your feedback on up to three of the courses you may have taken from the list of Office of Extramural Research (OER) Training.

- |   |   |
|---|---|
| <input type="radio"/> Anchor Orientation: Fundamentals of Extramural Activities (FEA)                 | <input type="radio"/> Integrity in Review   |
| <input type="radio"/> Integrated Core Curriculum (any or all parts 1-6)                               | <input type="radio"/> RCDC Analytical Tools   |
| <input type="radio"/> Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium | <input type="radio"/> Annual NIH Extramural Staff Research Integrity Workshop       |
| <input type="radio"/> Investability 101 (any or all parts 1-3)  | <input type="radio"/> OER-Extramural Staff Training Office (ESTO) Grab & Go Session |
| <input type="radio"/> Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)         | <input type="radio"/> [Insert text from Other]                                      |

18. In what format(s) did you take this course? (Select all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> In-person (classroom)  | <input type="checkbox"/> Webinar/WebEx |
| <input type="checkbox"/> e-modules              |  |
| <input type="checkbox"/> Other (please specify) |  |

19. How effective was this course in...

	Highly effective	Effective	Not very effective	Not at all effective	Not applicable
Developing key skills & competencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building your confidence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing your productivity at work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reducing agency risks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building awareness around new policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refreshing your awareness of existing policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grow as a leader in your business area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you perform your job better.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What are one or two important things you learned?

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20. If you did not participate in any Office of Extramural Research (OER) training for professional development or related to your position roles and responsibilities, please let us know why not. (Please select all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> I took course(s) in a previous year.  | <input type="checkbox"/> My supervisor was not supportive.                  |
| <input type="checkbox"/> I did not need training last year.  | <input type="checkbox"/> The training session I wanted to attend was full.  |
| <input type="checkbox"/> I am not familiar with the training offered by the Office of Extramural Research (OER). | <input type="checkbox"/> Training was held at an inconvenient location.     |
| <input type="checkbox"/> I did not see anything relevant.  | <input type="checkbox"/> Training was held at an inconvenient date or time. |
| <input type="checkbox"/> I took training outside of NIH.   | <input type="checkbox"/> My organization had no training funds.             |
| <input type="checkbox"/> I took training offered by my IC/Office or from another NIH IC/Office.                  |   |
| <input type="checkbox"/> Other (please specify)  |   |

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21. Do you need additional training on any of the following topics to better perform your job?

	No training need	Low training need	Moderate training need	High training need	Not applicable
Policies & Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NIH Electronic Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Portfolio Analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicating Effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please describe what other training would help you perform your job better.

22. If you were looking for training on the following topics, which ones would you expect the OER-Extramural Staff Training Office (ESTO) to provide? (Please select all that apply.)

<input type="checkbox"/> New Policies	<input type="checkbox"/> QVR System training
<input type="checkbox"/> New Procedures	<input type="checkbox"/> Project Management
<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Ethics Training
<input type="checkbox"/> How to Reduce Risks	<input type="checkbox"/> Computer Security
<input type="checkbox"/> Negotiations	<input type="checkbox"/> I am not familiar with the training offered by the OER-Extramural Staff Training Office (ESTO).

23. What follow-up medium(s) would you prefer to use for reinforcing or enhancing skills you have recently learned in a training class? (Please select all that apply.)

<input type="checkbox"/> Additional online courses	<input type="checkbox"/> Online videos
<input type="checkbox"/> Email reminder to class participants	<input type="checkbox"/> Web meetings with other learners
<input type="checkbox"/> Job aid or User Manual from the course	
<input type="checkbox"/> Other (please specify)	

\* 24. How would you prefer to receive training? (Please select all that apply.)

- |  |  |
|--|--|
| <input type="checkbox"/> Instructor-Led (in-person) training | <input type="checkbox"/> Webinar                             |
| <input type="checkbox"/> Conference Call                     | <input type="checkbox"/> Discussion Group                    |
| <input type="checkbox"/> eLearning or Web-based              | <input type="checkbox"/> Group Projects                      |
| <input type="checkbox"/> Mentored learning                   | <input type="checkbox"/> Grab & Go                           |
| <input type="checkbox"/> Desk-side/Coaching                  | <input type="checkbox"/> Case Studies                        |
| <input type="checkbox"/> Smartphone App                      | <input type="checkbox"/> Combination of in-person and online |
| <input type="checkbox"/> Simulation/Role plays               |  |

25. What is your preferred length for a training session?

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="radio"/> No preference | <input type="radio"/> 4-8 hours |
| <input type="radio"/> 1-2 hours     | <input type="radio"/> Multi-day |
| <input type="radio"/> 2-4 hours     |                                 |

26. If you did not attend ALL the training you wanted last year, what were the factors that limited you? (Please select all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> I took training in previous years.   | <input type="checkbox"/> The training session(s) I wanted were full.       |
| <input type="checkbox"/> The training offered was not relevant.                                     | <input type="checkbox"/> Training was held at inconvenient locations.      |
| <input type="checkbox"/> The training offered was not specific enough to my IC/Office.              | <input type="checkbox"/> Training was held at inconvenient dates or times. |
| <input type="checkbox"/> I took training outside of NIH.  | <input type="checkbox"/> Lack of time for training.                        |
| <input type="checkbox"/> My supervisor/manager did not support some or all of my training requests. | <input type="checkbox"/> Lack of funds for training.                       |
| <input type="checkbox"/> Other (please specify)   |  |

27. What improvements can the Office of Extramural Research (OER) make to their training activities or programs that would help you be more effective?