

## NIH Manager Staff Training Feedback Survey

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Public reporting burden for this collection of information is estimated to average 10 minutes to complete the survey, 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 current 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.

## NIH Manager Staff Training Feedback Survey

### 1. Is your job supervisory or non-supervisory?

- Yes, I supervised extramural staff (FTE and contractors).
- No, I did not supervise extramural staff.

### 2. Which business area(s) do you work?

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

### 3. What is your NIH role?

- Scientific Program Director
- Grants Management Specialist
- Grants Officer
- Health Program Specialist
- Program Officer
- Program Analyst/Specialist
- Health Science Policy Analyst/Officer
- Review Officer

- Other (please specify)

**4. What is your NIH Job series?**

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

**5. Which IC/Office do you work for?**

- |  |                             |                             |
|--|-----------------------------|-----------------------------|
| <input type="radio"/> OD                     | <input type="radio"/> NICHD | <input type="radio"/> NINR  |
| <input type="radio"/> NCI                    | <input type="radio"/> NIDCD | <input type="radio"/> .nlm  |
| <input type="radio"/> NEI                    | <input type="radio"/> NIDDK | <input type="radio"/> CC    |
| <input type="radio"/> NHLBI                  | <input type="radio"/> NIDA  | <input type="radio"/> CIT   |
| <input type="radio"/> NHGRI                  | <input type="radio"/> NIEHS | <input type="radio"/> CSR   |
| <input type="radio"/> NIA                    | <input type="radio"/> NIGMS | <input type="radio"/> FIC   |
| <input type="radio"/> NIAAA                  | <input type="radio"/> NIMH  | <input type="radio"/> NCATS |
| <input type="radio"/> NIAID                  | <input type="radio"/> NIMHD | <input type="radio"/> NCCIH |
| <input type="radio"/> NIAMS                  | <input type="radio"/> NINDS |                             |
| <input type="radio"/> NIBIB                  | <input type="radio"/> NIDDK |                             |
| <input type="radio"/> Other (please specify) | <input type="radio"/> NIDA  |                             |

**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
Years of federal employment:	<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"/>
Years in the Extramural Program:	<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"/>

**7. How many staff do you supervise? Please include FTEs and contractors.**

**8. Did any of the staff you supervised or led receive any training at NIH for professional development related to their positions, roles and responsibilities?  
(Please do not include required/mandatory training such as Ethics or Computer Security.)**

- Yes
- No
- I do not recall

**9. From which NIH organizations did your staff take training for professional development or related to their position roles and responsibilities?**

**If you remember some but not all of the organizations, please select the ones you remember AND select, I do not recall the other training providers.**

- OER-Extramural Staff Training Office (ESTO)
- OER-Office of Extramural Research (OER)
- OER-Office of Laboratory Animal Welfare (OLAW)
- National Library of Medicine (NLM)
- NIH Training Center (NIHTC)
- Center for Information Technology (CIT)

- OER-electronic Research Administration (eRA) training
- OER-Office of Portfolio Analysis (OPA)
- OER-Office of Policy for Extramural Research Administration (OPERA)
- Scientific Program and Review Interest Group (SPRIG)
- Other (please specify)
- Scientific Review Training Classes
- Grants Management University (GMU)
- I do not recall the other training providers.
- My staff did not attend any training for professional development related to their role, position or responsibilities.

**10. Which Office of Extramural Research (OER) training courses did your staff attend? If you do not remember all of the course titles, please select the ones you remember AND select, *I do not recall the other course titles*.**

- Fundamentals of Extramural Activities (FEA)
- Integrated Core Curriculum (any or all parts 1-6)
- Cement Extramural Leadership Institute (CELI)
- EDGE-UP: Train-the-Trainer
- Funding Opportunity Announcement (FOA)
- Other (please specify)
- Annual NIH Extramural Staff Research Integrity Workshop
- Annual NIH Scientific Review Integrity
- Program Officer interaction and communication with outside applicants and scientist.
- My staff did not take any of these courses
- I do not recall the other course titles

**11. Please select one of the Office of Extramural Research (OER) training courses your staff attended, to provide feedback on in the next question. You will be asked to provide feedback on 2 courses.**

- Fundamentals of Extramural Activities (FEA)
- Integrated Core Curriculum (any or all parts 1-6)
- Cement Extramural Leadership Institute (CELI)
- EDGE-UP: Train-the-Trainer
- Writing a Clinical Trial Funding Opportunity Announcement (FOA)
- Annual NIH Extramural Staff Research Integrity Workshop
- Annual NIH Scientific Review Integrity
- Program Officer interaction and communication with outside applicants and

scientist.

- My staff did not take any of these courses
- I do not recall the other course titles
- Other (please specify)

**12. How effective was this training in helping your staff do the following items listed in the table?**

	Highly effective	Effective	Not Very effective	Not at all effective	N/A
Develop key skills & competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduce agency risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build awareness around new policies & procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grow as leaders in your business area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform their jobs better	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase their productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work more independently/ask less questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**13. Please select a second Office of Extramural Research Training (OER) course to provide feedback.**

- Fundamentals of Extramural Activities (FEA)
- Integrated Core Curriculum (any or all parts 1-6)
- Cement Extramural Leadership Institute (CELI)
- EDGE-UP: Train-the-Trainer
- Funding Opportunity Announcement (FOA)

- Annual NIH Extramural Staff Research Integrity Workshop
- Annual NIH Scientific Review Integrity
- Program Officer interaction and communication with outside applicants and scientist.
- My staff did not take any of these courses
- I do not recall the other course titles
- Other (please specify)

**14. How effective was this training in helping your staff do the following items listed in the table?**

	Highly effective	Effective	Not Very Effective	Not at all effective	N/A
Develop key skills & competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduce agency risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build awareness around new policies & procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grow as leaders in your business area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform their jobs better	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase their productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work more independently/ask less questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

**16. Do your staff need additional training on any of the following topics in order to better perform their jobs?**

	No training needed	Low training need	Moderate training need	High training need	N/A
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"/>

**17. What factors limit the amount of training your staff attend each year? (Please select all that apply.)**

- Lack of interest by staff.
- Staff took training in previous years(s)
- Selection or relevance of courses offered.
- Course offerings are not IC/Office-specific enough.
- Staff take training outside of NIH.
- Other (please specify)
- The training sessions are often full.
- Training is often held at inconvenient locations.
- Training is often held at inconvenient dates or times.
- Lack of time for training.
- Lack of funds for training.

**18. How important are the following training outcomes for your staff's professional development?**

	Highly effective	Effective	Not Very Effective	Not at all effective	N/A
Develop key skills & competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reduce agency risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build awareness around new policies & procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grow as leaders in your business area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform their jobs better	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase their productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work more independently/ask less questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**19. What do you think is the ideal length for a training session?**

- No Preference
- 1 – 2 hours
- 2 – 4 hours
- 4 – 8 hours
- 2 – 3 days

**We thank you for your time spent taking this survey.  
Your response has been recorded.**