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

**Date Submitted: [07/18/2024]**

Summary of Request

CDC requests OMB approval for non-substantive changes to the electronic Fellowship Management System (FMS). Changes are proposed to improve question clarity, improve relevance of response options, and streamline question logic. There are no changes to the currently approved estimates for the number of responses, burden per response, or total burden hours.

Purpose and Organization of the FMS

CDC uses FMS to collect, process, and manage data for 11 CDC fellowship programs (Table A). Information is collected from applicants who seek training or public health support services through CDC fellowships, individuals who provide references for applicants, sites that host fellows, and fellowship alumni. The FMS is comprised of 4 modules with specialized functionality: the Fellowship Application module, the Host Site Application module, the Activity Tracking module, and the Alumni Directory. Through Revisions and Change Requests, CDC adapts the FMS to changes in fellowship opportunities and content, to improve alignment and tailoring of questions for each fellowship program's eligibility criteria, and to clarify questions and instructions according to user feedback.

|  |
| --- |
| ****Table A: Current CDC Fellowships using FMS**** |
| Epidemic Intelligence Service (EIS) |
| Epidemiology Elective Program (EEP) |
| CDC Steven M. Teutsch Prevention Effectiveness (PE) Fellowship |
| CDC E-learning Institute (ELI) |
| Future Leaders in Infectious and Global health Threats (FLIGHT) |
| Laboratory Leadership Service (LLS) |
| Public Health Informatics Fellowship Program (PHIFP) |
| Public Health Associates Program (PHAP) |
| Presidential Management Fellowship (PMF) |
| Evaluation Fellowship Program (EFP) |
| Science Ambassador Fellowship (SAF) |

**Description of Changes Requested**

In this Change Request, CDC describes minor changes for 2 FMS modules (the Fellowship Application module and the Host Site Application module) that update data entry for fellowship programs. A summary overview is provided in **Table B**.

Table B: Summary of Changes for the Following Modules & Fellowships (green = yes included in this request):

* Revisions to PE’s Self Assessment of Skills section
* Removal of redundant questions from Application and Standardized Letters of Recommendation Modules
* Updates to formatting of Address/Location questions to streamline geographical data
* Revisions to PHIFP’s supervisor and host site sections
* **Net changes to module by # of question**
  + Fellowship Application Module: +1 question
  + Standardized Letters of Recommendation: -2 questions
  + Host Site Module: +9 questions
    - (the addition of these questions was determined to have a negligible impact on average burden of the collection, as they are primarily simple Street Address related questions)

The primary purpose of these changes is to increase alignment of collection materials with program goals that have changed over the course of the transition from the FMS 2.0 software to the 3.0 Microsoft Power Platform.

Detailed changes to each module are listed and described in **Table D** (Fellowship Application module)**,** and **Table E** (Host Site Application module). These tables are provided at the end of this narrative. There are no changes to the Letters of Recommendation section in this change request.

**Rationale for Change**

During the transition from FMS 2.0 to 3.0 software, programs were asked to review the content of Fellowship and Host Site application modules to ensure program goals and needs were being met, and that content was ported from 2.0 to 3.0 without errors. During this review process programs also identified potential improvements to the modules. This change request is intended to maximize practicality and functionality of both modules for fellowships as they enter a new cycle of applications in the 3.0 platform.

Description of Changes to Burden

The current burden table includes changes approved 8/24/2023 and is provided below (**Table C**). CDC determined that the additional changes proposed at this time do not alter the current burden estimates for the FMS information collections (“ICs”) highlighted below), given that most changes are simple revisions of existing content or removal of minor questions, and there is not a substantial change in the average length or complexity of either module.

**Table C: Estimated Annualized Burden Hours (approved 8/24/2023)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of respondents  *(Information Collection “IC” title)* | Form | Number of Respondents | Number of Responses per Respondent | Average Burden per Response  (in hours) | Total Burden (in hours) |
| Fellowship Applicants  *(Fellowship Applications)* | FMS Application Module | 5286 | 1 | 87/60 | 7665 |
| Reference Letter Writers  *(Reference Letters for Fellowship Applicants)* | FMS Application Module | 7142 | 1 | 15/60 | 1786 |
| Subset of FMS Fellowship Applicants\*\*  *(FMS Application Writing Samples (Subset Applicants))* | FMS Application Module (13.6) | 220 | 1 | 30/60 | 110 |
| Public Health Agency or Organization Staff  *(FMS Host Site Module)* | FMS Host Site Module | 970 | 1 | 75/60 | 1213 |
| Public Health Agency or Organization Staff  *(Activity Tracking)* | FMS Activity Tracking Module | 555 | 2 | 30/60 | 555 |
| Fellowship alumni\*  *(FMS Alumni Directory)* | FMS Alumni Directory | 3484 | 1 | 37/60 | 2148 |
| Total |  | 18212 |  |  | 13477 |

Summary of Recent Changes Requested for this ICR

|  |  |  |
| --- | --- | --- |
| Submission | Approval Date | Content of Change |
| June 2022 [Revision](https://cdc.sharepoint.com/sites/CSELS/DSEPD/science/Paper%20Reduction%20Act/Forms/AllItems.aspx?FolderCTID=0x01200087B4F04D1DB746499F65C874D503D450&id=%2Fsites%2FCSELS%2FDSEPD%2Fscience%2FPaper%20Reduction%20Act%2FPRA%20Packages%2FEnterprise%20Fellowship%20Management%20System%20Traditional%20ICR%2FRevisions%2FFMS%20Revision%20Package%202022&viewid=c8c4c30f%2Dfad2%2D4940%2D90e3%2D6717dd3d8d6c) Request | 3/13/2023 | Moved to Microsoft Power Platform software, increase in number of respondents and total burden to reflect growth of fellowship programs. |
| August 2023 [Change Request](https://www.reginfo.gov/public/do/PRAViewDocument?ref_nbr=202308-0920-001) | 8/24/2023 | Added Evaluation Fellowship Program to FMS, removal of PMR/F and PH-TIPP from FMS, update to relevant SORN. Net increase in respondents and increase in burden due to EFP size. |
| November 2023 [Change Request](https://www.reginfo.gov/public/do/DownloadDocument?objectID=137165701) | 11/8/2023 | Adjustments to Application and Host Site module content to improve question clarity, improve relevance of response options, and streamline question logic. |
| December 2023 Change Request | 01/05/2024 | Adjustments to Application and Host Site module content to improve question clarity, improve relevance of response options, and streamline question logic. Removal of student loan repayment content. |
| July 2024 Change Request (Current Request) | TBD | Refinement of Self Assessment of Skills content for PE and PHIFP, modification of Address/Location questions to streamline geographical data, |

| **TABLE D: FELLOWSHIP APPLICATION MODULE** | | | | |
| --- | --- | --- | --- | --- |
| **Program** | **Type of Change** | **Sec.** | **Current Question/Item** | **Requested Change** |
| **SAF** | Question Addition | Waitlist | n/a | Do you wish to remain on the waitlist for the Science Ambassador Fellowship? |
| **PHIFP (ALL?)** | Question Revision | Publications, Grants, Honors, and Awards | Grants:  Open Text Response | Separate response fields for more detail on grants.  Instructional text already present in the module asks respondents for the following:   1. Titles 2. Your roles 3. Dates awarded 4. Funding agencies 5. Amounts awarded |
| **PE** | Question Revision | Eligibility | Do you have or are you in the process of completing a PhD degree?  1. Yes  2. No | Do you have, or are you currently working on, a doctoral degree (PhD, DrPH, PharmD, etc.) from an accredited academic institute in one of the following disciplines:  1. Economics or applied economics  2. Epidemiology  3. Evolutionary or analytic biology or ecology  4. Health services research or related health sciences  5. Industrial engineering  6. Operations research  7. Applied mathematics  8. Related quantitatively-oriented field   1. Yes 2. No |
| **PE** | Question Addition | Eligibility | n/a | Which track are you applying for?  1. Traditional Track  2. Modeling track |
| **PE** | Question Deactivation | Additional Training and Certifications | Certification of completion of clinical training upload:  File upload field | Deactivate question for PE |
| **All** | Question Revision | Volunteer Experience | Title: Open text response | Add “Job” to prompt  Job Title: Open text response |
| **EFP** | Question Revision | Document Uploads | Please upload your resume/cv. | Add “Your heading must include your full name, address, personal email address (no school or work emails), and your phone number. Also, please include the full date range for each role list (e.g. 01/01/2025 - 02/01/2025).” |
| **EFP** | Question Revision | Work and Volunteer Experience | Briefly describe up to three program evaluation projects you worked on. Please include your role in the project, evaluation approach and methods used, and outcomes or impact of the project (≤200 words per project). | Change to “Briefly describe up to three program evaluation projects you worked on. In your response, please share how the different areas of the evaluation framework were used to complete the project. Lastly, please include your role in the project, evaluation approach and methods used, and outcomes or impact of the project (≤200 words per project).” |
| **EFP** | Question Revision | Work and Volunteer Experience | Please describe your lived experience and/or experience working in a setting (e.g., work environment or situation), collaboration, or context where there is diverse representation in perspectives, background, and/or culture. Please describe how the environment, situation, or context is diverse and your approach to bringing different people, perspectives, and background together. Please describe how you may have considered for diversity, equity, belonging, inclusion, and accessibliity (DEBIA).\*  The diverse representation is more than demographics (e.g., age, sex, gender, race, culture) as it can include different disciplines, personalities, types of organizations, etc. This experience does not have to be specific to a project or to evaluation. (≤300 words) | Change to “Please describe your experience working in a setting (e.g., work, school, or volunteer environment) where there was diverse representation in perspectives, background, and/or culture. Please describe how the environment, situation, or context was diverse and your approach to bringing different people, perspectives, and backgrounds together. Please describe how you may have considered diversity, equity, inclusion, accessibility, and belonging (DEIAB).  The diverse representation is more than demographics (e.g., age, sex, gender, race, culture) as it can include different disciplines, personalities, types of organizations, etc. This experience does not have to be specific to a project or to evaluation. (≤300 words)” |
| **PHIFP** | Response Option Revision | Education and Licenses | Which type of coursework do you need to add?  Open text response | Which type of coursework do you need to add?  Epidemiology  Biostatistics  Health services administration and management  Environmental health |
| **ALL** | Question Revision | Match | Reason for match decline?  Open text response | Reason for decline?  Open text response |
| **PE** | Question Deactivation | Self Assessment of Skills | **Other Software #1:**  Open text response | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | **Other Software #1 Skill Level:**  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | **Other Software #2:**  Open text response | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | **Other Software #2 Skill Level:**  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | **Other Software #3:**  Open text response | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | **Other Software #3 Skill Level:**  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | STATA:  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | SAS:  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | R:  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | MATLAB:  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | Excel:  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | List datasets where you have Competent, Proficient, or Expert experience and indicate your level experience for each (Competent, Proficient, Expert)  Open Text Response | Deactivate question for PE |
| **PE** | Question Revision | Self Assessment of Skills | Data sciences (wrangling, cleansing, modeling, analytics)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Wrangling, Cleansing, and Organizing Data Sets for Research  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert |
| **PE** | Question Revision | Self Assessment of Skills | Data science experience:  Open text response | Wrangling, Cleansing, and Organizing Datasets experience:  Open text response |
| **PE** | Question Addition | Self Assessment of Skills | Econometric Methods (DnD, Panel Data, Regression Discontinuity, Instrumental Variables, Mixed Methods, Etc.)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Econometric Methods Experience  Open Text Response | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Modeling Methods (Disease Transmission, Compartmental, Agent-based, Spatial, Network, Simulation, System Dynamics, Etc.)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Modeling Methods Experience  Open Text Response | Add question for PE |
| **PE** | Question Revision | Self Assessment of Skills | Data Science Methods (e.g., machine learning, NLP, deep learning)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | AI and Big Data Methods (Machine Learning, NLP, Deep Learning, etc)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert |
| **PE** | Question Revision | Self Assessment of Skills | Data Science Methods Experience:  Open Text response | AI and Big Data Methods Experience  Open Text Response |
| **PE** | Question Addition | Self Assessment of Skills | Data visualization applications (DataViz, R Shiny, etc)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Data visualization application experience:  Open Text Response | Add question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | Programming Languages and Scripting (Python, R, C, C++, Java, Scala, C#, Javascript, PHP)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Deactivate question for PE |
| **PE** | Question Deactivation | Self Assessment of Skills | Programming Languages and Scripting Experience:  Open Text Response | Deactivate question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Statistical Analysis Software (STATA, SAS, R, Julia, Python, Matlab, etc.)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Experience with Statistical analysis software:  Open Text response | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Other Programming Languages (C++, Javascript, etc)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Experience with other programming languages:  Open Text response | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Use of Public Health Data (MarketScan, MEPS, HCup, IQvia, NHANES, Surveillance, Vital Statistics, Census, etc.)  1. Novice 2. Advanced Beginner 3. Competent 4. Proficient 5. Expert | Add question for PE |
| **PE** | Question Addition | Self Assessment of Skills | Explain your use of Public Health Data  Open Text response |  |

| **TABLE E: SLOR** | | | | |
| --- | --- | --- | --- | --- |
| **Program** | **Type of Change** | **Page/ Section** | **Current Question/Item** | **Requested Change** |
| **All** | Question Revision |  | As a candidate for this fellowship/program, I consider the applicant:  1. Not suitable  2. Minimally suitable  3. Suitable  4. Very suitable  5. Most suitable ever | As a candidate for this fellowship/program, I consider the applicant:  1. Not suitable  2. Minimally suitable  3. Suitable  4. Very suitable  5. One of the most suitable ever |
| **All** | Question Removal |  | Name of person submitting the recommendation form | Remove this question |
| **All** | Question Removal |  | Name of person for whom this recommendation is being submitted | Remove this question |

| **TABLE F: HOST SITE APPLICATION MODULE** | | | | |
| --- | --- | --- | --- | --- |
| **Program** | **Type of Change** | **Page/ Section** | **Current Question/Item** | **Requested Change** |
| **PHIFP** | Question Addition | Background | n/a | Background information about your site: |
| **All** | Response Option Revision | Public Health Agency Details | Public Health Agency Type:  1. CDC 2. Federal Government (Other) 3. State 4. Local 5. Territorial 6. Tribal 7. Community-based Organization 8. Indian Health Service area offices 9. University or other academia 10. Private public health organization 11. Non-profit organization 12. Other | Public Health Agency Type:   1. CDC/ATSDR 2. Indian Health Service 3. Federal government (other) 4. State government 5. Local government 6. Territorial government 7. Tribal government or organization 8. University or other academia 9. Other non-governmental organization 10. Other (not listed above) |
| **PHIFP** | Question Deactivation | Supervisor Experience | How many years as a Secondary Supervisor for this fellow? | Deactivate question for PHIFP |
| **PHIFP** | Question Deactivation | Supervisor Experience | Please provide the full name, class year, and email address of fellows/associates from this fellowship/program supervised over the past 5 year | Deactivate question for PHIFP |
| **PHIFP** | Question Deactivation | Supervisor Experience | Please provide the fellowship, fellow name, class year, and email address of fellows supervised from other fellowships: | Deactivate question for PHIFP |
| **PHIFP** | Question Deactivation | Supervisor Experience | Last year supervised a fellow/associate from this fellowship/program? | Deactivate question for PHIFP |
| **PHIFP** | Question Deactivation | Supervisor Experience | Describe the supervisor’s mentoring experience | Deactivate question for PHIFP |
| **PHIFP** | Question Deactivation | Supervisor Information | If the Primary Supervisor is unable to continue supervision can the secondary supervisor step in? | Deactivate question for PHIFP |
| **PHIFP** | Question Revision | Supervisor Information | How much time per week (hours) can the supervisor devote to supervise? | How much time per week (hours) can the supervisor/mentor devote to supervise? |
| **PHIFP** | Question Deactivation | Proposed projects | Briefly describe the host site proposed projects: | Deactivate question for PHIFP |
| **PHIFP** | Question Deactivation | Position Assignment Details | Proposed initial projects: | Deactivate question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | Street Address  Open Text response | Activate this question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | Address Line 2  Open Text response | Activate this question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | Address Line 3  Open Text response | Activate this question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | Suite, Room:  Open Text response | Activate this question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | State/Territory:  Open Text response | Activate this question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | City:  Open Text response | Activate this question for PHIFP |
| **PHIFP** | Question Activation | Position Assignment Location | Zip code:  Open Text response | Activate this question for PHIFP |
| **ALL** | Question Addition | Adding New Supervisors | Address Line 2  Open Text response | Add question for all fellowships  For this question and the following address related: purpose is to match formatting and details of Supervisor address info for other host site related locations |
| **ALL** | Question Addition | Adding New Supervisors | Address Line 3  Open Text response | Add question for all fellowships |
| **ALL** | Question Addition | Adding New Supervisors | Suite/Room:  Open Text response | Add question for all fellowships |
| **ALL** | Question Addition | Adding New Supervisors | City:  Open Text response | Add question for all fellowships |
| **ALL** | Question Addition | Adding New Supervisors | State/Territory:  Open Text response | Add question for all fellowships |
| **ALL** | Question Addition | Adding New Supervisors | Zip code:  Open Text response | Add question for all fellowships |
| **PE** | Question Addition | Activity and Deliverable Details | What is the anticipated role of the fellow?  Lead  Support  Other | Add question for PE |
| **PE** | Question Addition | Activity and Deliverable Details | (For above question if “Other” selected)  Specify Role: Open Text Response | Add question for PE |
| **PE** | Question Addition | Public Health Agency Details | Type of fellow requested:  CDC Steven M. Teutsch Prevention Effectiveness (Traditional)  CDC Public Health Analytics and Modeling | Add question for PE |
| **PE** | Question Revision | Position Assignment Details | Describe the assignment setting:  Open text response | Describe the assignment setting, including information about how often and which days staff is on site, routine all-staff meeting days, etc.:  Open text response |