

Change Request
OMB Control Number 0920-1163
Data Collection for CDC Fellowship Programs
Date Submitted: [11/08/2024]

Summary of Request

CDC requests OMB approval for non-substantive changes to the CDC Fellowship Program Assessment Generic (CFPA). Changes made to the package will provide clearer guidance to users on the timeframe for data collection and ensure alignment of supporting documentation with CDC reorganization and current OPM pay tables. There are no changes to the currently approved estimates for the number of responses, burden per response, or total burden hours.

Description of Changes Requested

- Timeframe for data collection. We have previously advised users of this generic that data collection must be completed within 90 days. In this Change Request, we clarify that data collection must be completed within 90 days of the start of data collection (not, for example, from the date of OMB approval of the genIC). In some cases, a few days or weeks may be needed from the time of OMB approval to the launch date of a survey or other data collection. The proposed clarification allows data collection to be open for up to 90 days, with some flexibility for final coordination and scheduling of the actual launch date.
- Minor edits related to CDC reorganization. The 0920-1163 generic was originally submitted by CDC's Center for Surveillance, Epidemiology, and Laboratory Services (CSELS) and contains references to CSELS's Division of Scientific Education and Professional Development (DSEPD). Due to reorganization of functions, the generic is being administered by CDC's National Center for STLT Public Health Infrastructure and Workforce ("PHIC"), Division of Workforce Development (DWD). Contact information on the genIC Request Template has been updated accordingly. In addition, the updated genIC template provides the current CDC mailstop information for the Information Collection Review Office. This information is needed for the burden statement on information collection forms. The mail stop has been updated from MS D-74 to MS H21-8.
- The genIC template includes a link to US OPM pay tables, which is used to estimate federal cost. The link has been updated to the 2024 tables.

Description of Changes to Burden

The current burden table includes changes approved 2/10/2023 and is provided below (**Table A**). No modifications are being made to the expected burden for this collection.

Table A: Estimated Annualized Burden Hours (approved 2/10/2023)

Type of respondents (<i>Information Collection "IC" title</i>)	Form	Number of Respondents	Number of Responses per Respondent	Average Burden per Response (in hours)	Total Burden (in hours)
Applicants or fellows	Fellowship Data Collection Instrument	966	1	30/60	483
Mentors, supervisors, or employers	Fellowship Data Collection Instrument	193	1	30/60	96.5
Alumni	Fellowship Data Collection Instrument	1932	1	30/60	966
Total		3091			1546