

Change Request
OMB Control Number 0920-0765
Fellowship Management System
Date Submitted: [12/16/2024]

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)

Summary of Changes for the Following Modules & Fellowships

- Application Module:
 - o Streamlining of PHAP content through removal and revision of questions
 - o Removal of recruitment questions from Applicant Survey (all fellowship programs)
 - o Removal of emergency contact solicitation questions from all Fellowship Application modules
- Host Site Module:
 - o Streamlining of PHAP content through removal and revision of questions, particularly to align with updated program goals for 2025 and onward
- **Net changes to module by # of question**
 - o Application Module:
 - -11 questions for all fellowships
 - -19 questions for PHAP
 - +1 Question for EEP
 - o Host Site Module
 - -7 questions for PHAP

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. Some adjustments are also made in preparation for new cohorts and application cycles. Previous requests are summarized in **Table B**.

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.

Table B: Summary of Recent Changes Requested for this ICR

Submission	Approval Date	Content of Change
June 2022 Revision 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	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	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	1/05/2024	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	8/12/2024	Refinement of Self Assessment of Skills content for PE and PHIFP, modification of Address/Location questions to streamline geographical data,
September 2024 Change Request	09/27/2024	Addition of updated Gender Identity and Race/Ethnicity questions as recently ratified by OMB. Minor changes to Application and Letters of Recommendation modules
November 2024 (Current) Change Request	TBD	Modifications to PHAP modules, removal of emergency contact and recruitment related questions from Fellowship Application module.

Description of Changes to Burden

PHAP makes up a considerable portion of respondents for both the Applicant and Host Site modules' total responses. However, in both modules PHAP's unique forms already fall well below the overall average time estimated for completion. As a result, the burden estimate intended to represent the upper limit of time required to complete a Fellowship or Host Site application remains unchanged.

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

TABLE D: FELLOWSHIP APPLICATION MODULE

Program	Type of Change	Sec.	Current Question/Item	Requested Change
PHAP	Question Deactivation	Eligibility	Country of Birth	Deactivate Question for PHAP
PHAP	Question Deactivation	Eligibility	Country of Citizenship	Deactivate Question for PHAP
PHAP	Question Deactivation	Eligibility	Are you a U.S. permanent resident?	Deactivate Question for PHAP
PHAP	Question Revision	Assignment Preferences	Would you be willing to work on an Indian reservation?	Would you be willing to work on Tribal Lands (including reservation and trust lands)? This assignment may or may not be in a rural area.
PHAP	Question Revision	Assignment Preferences	Would you be willing to work in a rural setting?	Would you be willing to work in a rural setting? Rural is defined as a remote geographic area with low population density.
PHAP	Question Revision	Assignment Preferences	Do you have a preference in the subject area you would like to work on?	Do you have a preference in the subject area in which you would like to work?
PHAP	Question Revision	Personal Statement	What influenced you to consider a career in public health service?	What influenced you to consider a career in public health? What attributes make you a good candidate for PHAP as an entry-level training program, and how will PHAP help achieve your career goals? (500 word limit)
PHAP	Question Deactivation	Personal Statement	Describe how this fellowship/program will help you achieve your goals	Deactivate question for PHAP
PHAP	Question Deactivation	Personal Statement	Why are you interested in this fellowship/program?	Deactivate question for PHAP
PHAP	Question Deactivation	Personal Statement	What makes you a good candidate for this fellowship/program?	Deactivate question for PHAP
PHAP	Question Deactivation	Personal Statement	How do your values align with the core CDC values?	Deactivate question for PHAP
PHAP	Question Revision	Assignment Preferences	What is the highest degree you will have attained by the start of the program?	What is the highest degree you will have obtained by July 1 of this year?
PHAP	Question Deletion	Assignment Preferences	Actual or anticipated date of attained degree:	Delete question
PHAP	Question Deletion	Assignment Preferences	What is/was your overall GPA on a 4.0 scale for your highest degree attained by the start of the program?	Delete question
PHAP	Question	Education	Major 1:	Deactivate question for PHAP

	Deactivation			
PHAP	Question Deactivation	Education	Major 1 classification:	Deactivate question for PHAP
PHAP	Question Deactivation	Education	Is this degree a double major?	Deactivate question for PHAP
PHAP	Question Deactivation	Education	Major 2:	Deactivate question for PHAP
PHAP	Question Deactivation	Education	Major 2 classification:	Deactivate question for PHAP
PHAP	Question Deactivation	Education	Minor/Certificate/Specialty	Deactivate question for PHAP
PHAP	Question Deactivation	Education	GPA	Deactivate question for PHAP
PHAP	Question Deactivation	Education	Did you receive academic honors?	Deactivate question for PHAP
PHAP	Question Deactivation	Education	Honor types:	Deactivate question for PHAP
PHAP	Question Deactivation	Applicant Survey	What other opportunities are you considering?	Deactivate question for PHAP
ALL	Response Option Revision	Training & Languages		Add American Sign Language (ASL) to picklist for language selection
ALL	Question Deletion	Emergency Contact	Emergency Contact Full Names	Delete this question for all fellowships
ALL	Question Deletion	Emergency Contact	Emergency Contact Relationships	Delete this question for all fellowships
ALL	Question Deletion	Emergency Contact	Emergency Contact Phone Numbers	Delete this question for all fellowships
ALL	Question Deletion	Emergency Contact	Emergency Contact Emails	Delete this question for all fellowships
ALL	Question Deletion	Applicant Survey	<p>How did you find out about the Fellowship? (Select all that apply) *Include an open-ended box that asks to please specify</p> <p>1.Word of Mouth (e.g., professor, mentor, supervisor, fellow, alumni) 2.Social Media (e.g., Facebook, LinkedIn, Instagram, Twitter, YouTube) 3.Internet search for job or fellowship opportunities 4.Job search platform (e.g., Handshake, Indeed, JOE, USAJobs, INFORMS) 5.Digital media advertisement (online ad clicked on for more information) 6.Newsletter or Email Listserv 7.Print or News Media (e.g. news sources,</p>	Delete question for all fellowships

			books, journals) 8.Other (specify)	
ALL	Question Deletion	Applicant Survey	How did you connect with the person who told you about the fellowship by word of mouth? (Select all that apply) 1.Handshake (e.g., webinar, email, fellowship ambassador) 2.University event, webinar, presentation 3.CDC event, webinar, presentation, booth 4.Other event, webinar, presentation (specify) 5.Professional or academic setting (e.g., professor, mentor/supervisor, colleague) 6.Other (specify)	Delete question for all fellowships
ALL	Question Deletion	Applicant Survey	Specify: Open text response	Delete question for all fellowships
ALL	Question Deletion	Applicant Survey	On what job search platform did you find out about the fellowships? 1..Handshake 2.Indeed 3.JOE (Job Openings for Economists) 4.USAJobs 5.INFORMS 6.Other (specify)	Delete question for all fellowships
ALL	Question Deletion	Applicant Survey	Specify: Open text response	Delete question for all fellowships
ALL	Question Deletion	Applicant Survey	Which of the following most influenced you to apply to this fellowship? (select up to 3) Which of the following most influenced you to apply to this fellowship? (select up to 3) Handshake (e.g., job posting, fellow/alumni ambassador) Other job search platform (e.g., Indeed, ZipRecruiter, Job Openings for Economists) In-person event (e.g., conference booth) News advertising (e.g., online ad, news media) Newsletter or email listserv (e.g., from CDC, your university, professional	Delete question for all fellowships

			<p>organization)</p> <p>Social Media (e.g., Facebook, LinkedIn, Instagram, Twitter, YouTube)</p> <p>Webinar or other virtual event (e.g., information session, alumni panel)</p> <p>Word of mouth (e.g., from current or former fellow, professor, supervisor)</p> <p>Other (please specify)</p>	
ALL	Question Deletion	Applicant Survey	Specify: Open text response	Delete question for all fellowships
EEP	Question Addition	Personal Statement	n/a	<p>Add question for EEP:</p> <p>(400 word limit) Describe a time you worked with an individual or community different from your own and the insight it gave you about others' perspectives. Reflect on how this shifted your own thinking.</p>

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
PHAP	Question deletion	Position Assignment Description	Please briefly describe the proposed assignment for the associate (this will be shared with the associate after selection)	Delete question
PHAP	Question revision	Position Assignment Description	Please describe in detail your need for a Public Health Associate.	Please briefly describe the need and proposed assignment for the associate (this will be shared with the associate after selection)
PHAP	Question deletion	Position Assignment Description	How will this address the need identified in the previous question?	Delete question
PHAP	Question deletion	Position Assignment Description	What will you host site offer candidates that similar host sites may not?	Delete question
PHAP	Question Revision	Position Assignment	Please describe any additional administrative requirements for	Please describe any additional Administrative Requirements (i.e.

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Program	Type of Change	Page/Section	Current Question/Item	Requested Change
		Environment	accepting a federal assignee (i.e. background check, immunization requirements)	background check) for accepting a federal assignee
PHAP	Question Revision	Public Health Agency Details	Is the location of the public health agency on an Indian Reservation?	Is the public health agency located on tribal lands?
PHAP	Question Deletion	Population Information	Estimated population impacted by the Public Health Associate's work:	Delete question
PHAP	Response Option Revision	Population Information	Level of population served: -State -County/Parish/Borough -Local -Other	Level of population served: -State -County/Parish/Borough -Local/municipal -Tribal -National -Other
PHAP	Question Deactivation	Position Assignment Environment	Describe the program area, department, or organizational unit within the public health agency where the position assignment will be based. Include information on the number of employees/departments/divisions/branches/teams:	Deactivate question for PHAP
PHAP	Question Deactivation	Position Assignment Environment	Describe the staff and other resources available:	Deactivate question for PHAP
PHAP	Question Deactivation	Position Assignment Environment	Describe in detail the workplace support that will be provided (eg office setting, computer equipment, clerical and administrative support, peer support, dedicated resources):	Deactivate question for PHAP
PHAP	Question Deactivation	Position Assignment Environment	Please describe the size of the community, university affiliations, living environment, cultural and recreational assets, and opportunities for the candidate's partner's employment:	Deactivate question for PHAP
PHAP	Question Addition	Position Assignment Environment	Describe the program area, department, organization unit with the host agency where the position assignment will be	Add question for PHAP

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
			based. Include information/description of number of employees and the resources available to support the associate:	
PHAP	Question Addition	Position Assignment Environment	Describe the workplace setting and equipment provided for Associate to perform the work:	Add question for PHAP
PHAP	Question Addition	Position Assignment Environment	Host site can provide access around host agency IT firewall or provide alternate means of access to CDC intranet systems and administrative services at least twice during the business day?	Add question for PHAP
PHAP	Question Revision	Position Assignment Environment	Please describe the availability of safe and affordable housing in a commutable distance (including any special arrangements provided for other staff or previous associates)	Please describe the availability of safe and affordable housing in a commutable distance (ie <50 miles). Please include any special arrangements for staff or previous Associates.
PHAP	Question Revision	Position Assignment Environment	Please describe any additional administrative requirements for accepting a federal assignee (ie, background check, immunization requirements)	Please describe any additional administrative requirements (ie, background check) for accepting a federal assignee.
PHAP	Question Deletion	Travel Opportunities	Local Travel (outside of 100 miles from the host site assignment location)	Will the Associate be expected to travel over 100 miles from Host Site jurisdiction for Host Site related work or training? (Please note that, regardless of travel distance, the host agency will not use federally sourced funds for any aspect of the Associate's travel or training.)
PHAP	Question Deletion	Orientation	Is there a standard process at your agency to orient new employees?	Delete question
PHAP	Question Revision	Orientation	Describe the associate's orientation to the host site and assignment (250 word limit)	Describe the associate's orientation to the host site and assignment, including any standard orientation for new employees that would be relevant to the Associate
PHAP	Question Addition	Activity/Project details	Please select the years of the activity: -Year 1 -Year 2	Add question for PHAP

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
			-Both year 1 and year 2	
PHAP	Response Option Revision	Activity/Project details	Level of responsibility/role: -Team member -Coordinator -Lead -Other	Level of responsibility/role: -Team member -Coordinator -Project Coordinator -Lead
PHAP	Question Revision	Activities & Deliverables	Activities & Deliverables: Open Text Response	Make two separate questions: Activities and tasks: Open Text Response Deliverables/products/outcomes: Open Text Response
PHAP	Question Deactivation	Activity/project details	Describe the public health problems to be addressed by the fellow/associate:	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Information	How much time per week (hours) can the supervisor devote to supervise?	Deactivate question for PHAP
PHAP	Question Addition	Supervisor information	Can the primary host supervisor devote a minimum of 10% of time (i.e. 4 hours), in person, each week to supervise the associate	Add question for PHAP
PHAP	Question Deactivation	Supervisor Information	List the class year for each alumnus fellowship/program	Deactivate question for PHAP
PHAP	Question Revision	Supervisor Information	Please provide the full name, class year, and email address of fellows/associates from this fellowship/program supervised over the past 5 years:	Please provide the full name and class year of fellows/associates from this fellowship/program supervised over the past 5 years:
PHAP	Question Deactivation	Supervisor Experience	Last year supervised a fellow/associate from this fellowship/program?	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Describe how the primary supervisor will provide direct supervision, foster growth, and on-the-job training	Deactivate question for PHAP
PHAP	Question Deletion	Supervisor Experience	Describe a situation in which you had to juggle several challenging projects at the same time. Please describe your approach as a supervisor to managing priorities, delegating tasks, communicating expectations, and addressing any changes in directives:	Delete question

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
PHAP	Question Deletion	Supervisor Experience	Describe how you would handle staff issues with poor performance or conduct:	Delete question
PHAP	Question Deactivation	Supervisor Experience	Describe your experience with managing and supervising staff from cultures different than yours:	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Does the supervisor have mentoring experience?	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Years of mentoring experience:	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Mentorship Experience (Select all that apply): 1) Supervisor has mentored staff within the organization. 2) Supervisor has mentored fellows/associates in this fellowship/program. 3) Supervisor has mentored fellows/associates in other fellowships/programs.	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Has the supervisor had formal mentoring training?	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Describe the supervisor's mentoring experience:	Deactivate question for PHAP
PHAP	Question Deactivation	Supervisor Experience	Describe why the supervisor/mentor would be a good mentor/coach for a fellow and how the supervisor/mentor will foster growth and development:	Deactivate question for PHAP
EEP	Question Revision	Rotation Preferences	Student Position Rotation Preference:	Rotation preference(s) for this student:
ALL	Response Option Revision	Training & Languages		Add American Sign Language (ASL) to picklist for language selection