

## Non-substantive Change Request

OMB Control Number: 0920-0765, exp. 3/31/2026

IC Title: Fellowship Management System

Date Submitted: July 9, 2025

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**SUMMARY.** CDC is requesting the following changes:

1. 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.
  - a. These changes affect two forms (Attachments 3 and 4)
  - 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.

**Table A: Current CDC Fellowships using FMS**

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Epidemic Intelligence Service (EIS)  
Epidemiology Elective Program (EEP)  
CDC Steven M. Teutsch Prevention Effectiveness (PE) Fellowship  
CDC E-learning Institute (ELI)  
Future Leaders in Infections and Global Health Threats (FLIGHT) Fellowship  
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)

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### Summary of Changes for the Following Modules & Fellowships

- **Net changes to module by # of question**
  - o Application Module:
    - -2 questions; no net change to the burden estimate

- Host Site Module
  - Minor changes to question wording; no net change to the number of questions or burden estimate

### Rationale for Change

As part of the the transition from FMS 2.0 to 3.0 software, programs are 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. Changes requested in this submission will benefit applicants through increased clarity and specificity.

### Description of Burden (no change requested)

**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	FMS Host Site Module	970	1	75/60	1213

<i>Module)</i>					
Public Health Agency or Organization Staff ( <i>Activity Tracking</i> )	FMS Activity Tracking Module	555	2	30/60	555
Fellowship alumni* ( <i>FMS Alumni Directory</i> )	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 <a href="#">Revision</a> 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 <a href="#">Change Request</a>	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 <a href="#">Change Request</a>	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 <a href="#">Change Request</a>	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 <a href="#">Change Request</a>	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 <a href="#">Change Request</a>	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 <a href="#">Change Request</a>	12/19/2024	Modifications to PHAP modules, removal of emergency contact and recruitment related questions from Fellowship Application module.
2025 EO <a href="#">Change Request</a>	05/09/2025	Question modifications and deletions to ensure compliance with EO 14168 and 14151.

**TABLE D: FELLOWSHIP APPLICATION MODULE**

Program	Type of Change	Sec.	Current Question/Item	Requested Change
LLS	Question Revision	Education	Did you complete a thesis or dissertation?	Did you or will you complete a thesis or dissertation?
LLS	Question Deletion	Education	Please acknowledge that you have uploaded a foreign credential evaluation for transcript issued by a non U.S. institution	Delete question from module
LLS	Question Deactivation	Education	Which country is your degree from?	Deactivate question for LLS
LLS	Question deactivation	Volunteer Experience	May we contact your supervisor?	Deactivate question for LLS
LLS	Question Addition	Education and Licenses	n/a	Add questions that will appear when applicant selects "Ongoing" for their current graduate degree

				<p>status.</p> <p>Is your defense date scheduled?</p> <p>-Yes</p> <p>-No</p>
<b>LLS</b>	Question Addition	Education and Licenses	n/a	<p>Add questions that will appear when applicant selects “Ongoing” for their current graduate degree status.</p> <p>{If applicant selects Yes for above}</p> <p>What is your scheduled defense date?</p> <p>[Date entry field]</p>
<b>LLS</b>	Question Addition	Education and Licenses	n/a	<p>Add questions that will appear when applicant selects “Ongoing” for their current graduate degree status.</p> <p>{If applicant selects No for above}</p> <p>Have you discussed defending by March 31<sup>st</sup> with your committee?</p> <p>-Yes</p> <p>-No</p>
<b>LLS</b>	Question deactivation	Work and Volunteer experience	<p>Is this position related to public health?</p> <p>-Yes</p> <p>-No</p>	Deactivate question for LLS
<b>EIS</b>	Question Addition	Education and Licenses	<p>Defense Date:</p> <p>Date entry field</p>	Add question for EIS
<b>LLS</b>	Question deactivation	Location preferences	Do you have geographic constraints on where you can relocate for your fellowship/program?	Deactivate question for LLS

**TABLE E: Host Site Application**

<b>Program</b>	<b>Type of Change</b>	<b>Page/Section</b>	<b>Current Question/Item</b>	<b>Requested Change</b>
<b>LLS, EIS</b>	Question Revision	6.6 Consultants & Officer Details	Consultants: Please include the following information for consultants in the text boxes below: Name, current titles, degrees.	Consultants are individuals who will provide substantial advice or training to fellows during the fellowship. Please include the following details for each consultant. - Name - Titles - Degrees
<b>LLS</b>	Question Revision	Position Assignment Environment	Please describe the size of the community, university affiliation, living environment, cultural, recreational assets, and opportunities for the candidate's partner's employment	Please describe the community size, university affiliations, living environment, and cultural and recreational opportunities where the position will be based.
<b>LLS</b>	Question Revision	Position Assignment Environment	Describe in detail the workplace support that will be provided (e.g., office setting, computer equipment, clerical and administrative support, peer support, dedicated resources)	Describe the workplace support that will be provided (e.g., office setting, computer equipment, clerical and administrative support, peer support, dedicated resources). Indicate here if a large proportion of your team works remotely or has an extended telework policy.