

Non-substantive Change Request

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

IC Title: **CDC Division of Workforce Development (DWD) Fellowship Management System**

Date Submitted: **January 7, 2026**

SUMMARY. CDC requests OMB approval to implement minor changes to the content of two modules of the electronic Fellowship Management System (FMS), effective immediately. The previously approved burden estimates remain in effect.

CDC plans to submit a Revision request to OMB before the current expiration date of March 31, 2026. The Revision request will include updated estimates for system utilization and respondent burden (i.e., number of respondents and burden per response).

1. In this Change 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.
 - 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.

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)
- 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

- **Net changes to module by # of question**
 - Application Module:
 - +1 question added
 - +10 questions activated for PHAP
 - Host Site Module
 - -1 question

Rationale for Change

Updating both fellowship application and host site module to ensure alignment with 2026 programming goals/topic areas.

Description of Burden (no change requested)

Note: Burden in this change request is using the same burden requested (and posted) for FMS Revision Request's 60 Day FRN.

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 <i>(FMS Host Site Module)</i>	FMS Host Site Module	970	1	75/60	1213
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 responses (adjusted for number of responses per respondent)	18,212		Total burden hours	13,477

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 Change Request	12/19/2024	Modifications to PHAP modules, removal of emergency contact and recruitment related questions from Fellowship Application module.
EO Compliance 2025 Change Request	05/09/2025	Question modifications and deletions to ensure compliance with EO 14168 and 14151
July 2025 Change Request	07/14/2025	Modifications for Fellowship Application and Host Site modules for EIS and LLS.
January 2026 Change Request	Tbd	Question modifications, additions, and deletions to improve clarity and align collection with 2026 programming.

TABLE D: FELLOWSHIP APPLICATION MODULE

Program	Type of Change	Sec.	Current Question/Item	Requested Change
EFP	Question Revision	Training	Briefly provide some information on your formal training (classroom or otherwise) where all or part of the focus was on program evaluation approaches, methods, techniques, etc.	Briefly provide some information on your formal training (classroom or otherwise) where all or part of the focus was on program evaluation approaches, methods, techniques, etc. In your response, specifically list courses, formal trainings, etc. that were

				program evaluation focused.
EFP	Question Revision	Personal Statement	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).	Briefly describe up to three program evaluation projects you worked on. In your response, please list the specific steps of the CDC Program Evaluation Framework that were used to complete the project and describe how they were applied. Lastly, please include your role in the project (e.g., lead; support; data collection only; data analysis only; etc.), evaluation approach and methods used for the project (≤200 words per project).
EFP	Question Revision	Personal Statement	Describe how this program will help you achieve your goals.	Describe how this program will help you achieve your professional goals.
EFP	Question Addition	Personal Statement	n/a	<p>Effective program evaluation involves collaborating with a variety of interest holders from different professional backgrounds. Please describe a time when you collaborated with others on a professional project or activity. In your response, include the following:</p> <ul style="list-style-type: none"> - Your role in the collaboration and your approach to ensuring effective teamwork. - Any conflicts that arose during the collaboration and how you addressed and resolved them. If no conflicts occurred, please describe your general approach to managing conflicts in team or group activities.
PHAP	Question Revision	Degree	What is the highest degree you will have attained by the start of the program?	What is the highest degree you will have attained by May 31, 2026?
PHAP	Question Revision	Eligibility	Country of Citizenship:	Activate Question for PHAP
PHAP	Question Addition	Associate	What is/was your overall GPA on a 4.0	Add Question for PHAP

		Education	scale for your highest degree attained by the start of the program?	
PHAP	Question Activation	Associate Education	Degree conferral date:	Activate Question for PHAP
PHAP	Question Activation	Associate Education	Transcript upload:	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	Do you have a preference in location where you are willing to relocate?	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	(Location to relocate) 1 st Choice:	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	(Location to relocate) 2 nd Choice:	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	(Location to relocate) 3 rd Choice:	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	(Location to relocate) 4 th Choice:	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	(Location to relocate) 5 th Choice:	Activate Question for PHAP
PHAP	Question Activation	Assignment Preferences	Please select any additional areas you would accept an assignment match:	Activate Question for PHAP

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
EFP	Question Addition	EFP Position Assignment Details	n/a	<p>Please select the evaluation and program area(s) the Fellow's proposed projects support. Select all that apply,</p> <p><u>Increased program efficiency</u> (including cost savings) (e.g., automating data management processes; identifying opportunities for streamlining of program processes; data analyses that identify opportunities to improve health outcomes at lower cost)</p> <p><u>Increased accountability</u> (e.g., improving data access to allow monitoring of program effectiveness; tracking progress of cooperative agreement recipients towards program objectives; data analyses of cost-effectiveness of public health interventions)</p> <p><u>Improved program performance</u> (quality</p>

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
				<p>improvement) (e.g., improving access to data for quality improvement; guiding use of evaluation data for program quality improvement; data analyses that highlight opportunities to improve programs)</p> <p>Advanced data modernization (improving access to data and data visualizations; automating or streamlining data processes; use of advanced analytics and artificial intelligence)</p> <p>Providing support to STLT health departments (training; technical assistance; reporting support and reviews; etc. for STLTs)</p> <p>Emergency Response & Readiness (developing data collection tools, databases; analysis, reporting, etc. related to readiness and response)</p>
EFP	Question Deactivation	Public Health Agency Details	What is the anticipated work status for this position? 1. In person (100%) 2. Hybrid, mostly in person (>50%) Hybrid, mostly telework/remote (<50%)	Deactivate question for EFP
EFP	Response Option Revision	Program Funding	Fellow stipends vary based on education and experience. Please let us know the highest level of funding your program is budgeting for. <input type="checkbox"/> GS-9 (Masters degree only, no relevant work experience) <input type="checkbox"/> GS-11 (Master's degree with at least 1 year of relevant work experience) <input type="checkbox"/> GS-12 (Doctoral degree)	Remove Option "GS-9 (Masters degree only no relevant work experience)"
EFP	Question Deletion	Supervisor Experience	Describe the supervisor's experience with managing and supervising staff from cultures different than their own:	Delete this question
PHIPP	Response Option Revision	Activity Details	Topic Domains: 1. Informatics Evaluation	Topic Domains: <input type="checkbox"/> Applied Use of AI/LLMs

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
			2. Problem Solving 3. Evaluation and Research Methods 4. Written & Oral Communication Skills 5. Stakeholder Engagement 6. Data Sciences 7. Data Science Methods 8. DataViz 9. Database design and development 10. Programming Languages and Scripting 11. Distributed Computing 12. Design Thinking 13. Systems Engineering 14. Project Management 15. Public Health Information Systems 16. Emerging Technologies 17. Systems and Strategic Thinking 18. Leadership & Innovation 19. Population Health Concepts 20. Other	o Data Science o Data Visualization o Database design and development o Improving Population Health o Informatics Evaluation o Interoperability Standards o Machine Learning o Problem Solving o Programming Languages and Scripting o Project Management o Public Health Surveillance Systems o Research Methods o Stakeholder Engagement o Systems Engineering o Systems and Strategic Thinking o Written & Oral Communication Skills o Other
PHAP	Response Option Revision	Subject Area Proposed Assignment	<ul style="list-style-type: none"> • Adolescent & School Health (non-STI) • Community Health Improvement Planning (CHIP)/Community Health Assessments (CHA) • Chronic Disease o Cancer prevention and control o Diabetes o Heart disease and stroke prevention o Nutrition/obesity prevention/physical activity promotion o Tobacco prevention and cessation • Emergency/disaster preparedness and response • Environmental health o Asthma and air pollution o Vector borne disease o Healthy homes/air quality o Foodborne or waterborne diseases (environmental controls, HACCP, food/water safety) o Lead poisoning prevention o Radiation and chemical exposure 	<ul style="list-style-type: none"> • Access to Care • Adolescent & School Health (non-STI) • Adolescent/School-based Sexually Transmitted Disease Prevention • Chronic Disease: General • Chronic Disease: Cancer Prevention and Control • Chronic Disease: Diabetes • Chronic Disease: Heart disease and stroke prevention • Chronic Disease: Nutrition/Obesity Prevention/Physical Activity Promotion • Community Health Improvement Planning (CHIP)/Community Health Assessments (CHA) • Emergency/Disaster Preparedness and Response • Environmental Health: Foodborne/waterborne disease (controls, HACCP, food/water safety programs) • Environmental Health: General • Environmental Health: Lead poisoning prevention • Environmental Health: Radiation and chemical exposure

TABLE E: Host Site Application

Program	Type of Change	Page/Section	Current Question/Item	Requested Change
			<ul style="list-style-type: none">• Genomics• Access to care• Health department improvement/accreditationo Health department improvement/quality improvemento Accreditation• Immunizations/Vaccine preventable disease investigationo Immunizationso Influenzao Vaccine preventable diseases (surveillance or investigation)• Sexually transmitted disease prevention• HIV/AIDS prevention• Tuberculosis prevention• Viral hepatitis prevention• Adolescent/school-based sexually transmitted disease prevention• Other infectious diseaseso Foodborne or waterborne disease (human illness surveillance, investigation, prevention)o Vector-borne disease (human illness surveillance, investigation, prevention)o Healthcare associated infectionso Notable disease surveillance and reportingo Quarantine• Injury Preventiono Unintentional injury prevention (falls, water safety)o Transportation injury prevention (automobile safety, bike safety)o Opioid/Prescription drug overdose preventiono Violence preventiono Occupational health/safety• Maternal & Infant healtho Reproductive healtho Birth defectso Early childhood development• Public health policy & law• Public health surveillanceo General epidemiology and	<ul style="list-style-type: none">• Environmental Health: Vector-borne disease (pest/vector surveillance and control)• Health Department Quality Improvement• HIV/AIDS Prevention• Immunizations• Influenza• Injury Prevention: Opioid/Prescription drug overdose• Injury Prevention: Transportation (auto/bike)• Injury Prevention: Unintentional (falls, water safety)• Maternal & Child Health: Birth Defects• Maternal & Child Health: Early childhood development• Maternal & Child Health: General• Other Infectious Disease: Foodborne/waterborne disease human illness surveillance/investigation/prevention• Other Infectious Disease: Healthcare associated infections• Other Infectious Disease: Notifiable disease surveillance and reporting• Other Infectious Disease: Port Health Station• Other Infectious Disease: Vector-borne disease human illness surveillance/investigation/prevention• Other Infectious Disease: General• Public Health Law• Public Health Surveillance (General)• Sexually Transmitted Disease Prevention• Tuberculosis Prevention• Vaccine Preventable Disease Investigation• Viral Hepatitis Prevention• Workforce Development

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Program	Type of Change	Page/Section	Current Question/Item	Requested Change
			disease surveillance • Oral health	