

Mini Supporting Statement B For
“A Generic Submission for Formative Research, Pretesting, and Customer Satisfaction of NCI’s
Communication and Education Resources”
OMB No. 0925-0046-07, Expiration Date 5/31/2016

**Title of Sub-Study: Pretest of Surveys for the Broadening
Experiences in Scientific Training (BEST) Program**

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List of Attachments

- Attachment 1: Invitation Email for Online Survey Pretest
- Attachment 2: Reminder Email for Online Survey Pretest
- Attachment 3: Screenshots of Graduate Student Entrance Survey
- Attachment 4: Screenshots of Graduate Student Interim Survey
- Attachment 5: Screenshots of Graduate Student Exit Survey
- Attachment 6: Screenshots of Graduate Student Post-Exit Survey
- Attachment 7: Screenshots of Postdoctoral Scientist Entrance Survey
- Attachment 8: Screenshots of Postdoctoral Scientist Exit Survey
- Attachment 9: Screenshots of Postdoctoral Scientist Post-Exit Survey
- Attachment 10: Phone Interview Guide
- Attachment 11: Invitation Email for Phone Interview
- Attachment 12: Reminder Email for Phone Interview
- Attachment 13: List of Working Group Members

B.1. Respondent Universe and Sampling Methods

The respondents are graduate students and postdoctoral scientists. We plan to send invitations a total of 110 invitations (55 to graduate students and 55 to postdoctoral scientists). Of the 55 graduate students and 55 postdoctoral scientists, 50 graduate students and 50 postdoctoral scientists will be invited to participate in the online survey. Of the 55 graduate students and 55 postdoctoral scientists, five graduate students and five postdoctoral scientists will be invited to participate in a phone interview. Their participation in the pretesting of the surveys is entirely voluntary. We expect approximately 88 total respondents (80%).

B.2. Information Collection Procedures/Limitations of the Study

The surveys will collect all information consistent with the following principles:

- Participation will be fully voluntary.
- Collected information will be limited to what is needed to assess the clarity of the instructions and survey questions.

B.3. Methods for Maximizing the Response Rate and Addressing Issues of Nonresponse

An initial email invitation will be sent to the graduate students and postdoctoral scientists explaining the purpose of the pretesting (see Attachments 1 and 11). The surveys include questions at the end asking for feedback on the instructions and survey questions. Feedback will also be gathered on specific questions by including a comment box after the question. To maximize the response rate, a reminder email will be sent three days after the invitation emails (see Attachments 2 and 12). The expected response rate is 80%. We expect approximately 80 respondents to the online survey and 8 for the phone interview.

B.4. Tests of Procedures of Methods

The surveys to pretest were developed in consultation with contractors who have experience with survey methodology and some members of the NIH Broadening Experiences in Scientific Training (BEST) Working Group with expertise in NIH training programs. The method of pretesting the surveys is based on successes of past experiences and discussions with NIH program staff related to similar programs.

B.5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Some members of the NIH Broadening Experiences in Scientific Training (BEST) Working Group have experience gathering data from NIH training programs and were consulted on how best to collect and analyze the data for the pretesting of the surveys. Collection and analysis of the feedback data will be performed by government contractors. The list of Working Group Members who provided feedback is in Attachment 13.