

Supporting Statement B

Primary Care Faculty Development Initiative

OMB Control No. 0915-XXXX

B. Collection of Information Employing Statistical Methods

If statistical methods will not be used to select respondents and the corresponding item is checked “No”, this section does not have to be completed.

1. Respondent Universe and Sampling Methods

The participants who will be completing the two Primary Care Faculty Development Initiative (PCFDI) surveys include all 36 trainers who attended the PCFDI Train-the-Trainer Meeting. The PCFDI contract will not be using statistical methods to select respondents for the two PCFDI surveys. There are exactly 36 participants in the PCFDI and all of them will be surveyed in order for the contractor to fulfill their contractual requirements with HRSA to properly evaluate this project. No sampling is necessary for this pilot project. The intent is to achieve a 100% response rate for both surveys and the contractor has all the necessary procedures in place to achieve this.

Survey Instrument	Number of Respondents	Sample
Irvine’s Leadership Behavior Survey	36	N/A
Faculty Skill & Program Feasibility Survey	36	N/A

2. Procedures for the Collection of Information

Data for the two PCFDI surveys will be collected from all 36 of the PCFDI faculty trainers. Both the Faculty Skill & Program Feasibility Survey and Irvine’s Leadership Behavior Survey will be administered as web-based surveys. Each of the 36 PCFDI faculty participants will receive an e-mail with a unique user name and password to access the survey online. In the contractor’s system, they are able to track the completion status of all surveys to determine which are Completed, Started but Not Completed, or Not Started. This will allow the contractor to undertake targeted follow up with non-responders rather than sending blanket e-mail reminders to all participants. Non-responders will receive weekly e-mail reminders until their surveys are completed, and team leaders at each institution will receive status reports every two weeks to update

them on completion rates for their nine team members. This will allow the team leaders to encourage completion. The contractors have significant experience using this approach on similar projects, which has allowed them to achieve very high response rates.

3. Methods to Maximize Response Rates and Deal with Nonresponse

The expected response rate for both PCFDI surveys is 100%. In the contractor's system, the contractor is able to track the completion status of all the surveys, and will continue to follow-up with non-responders via weekly e-mail reminders, and providing bi-weekly status reports to the team leaders at each institution until the surveys are completed.

4. Tests of Procedures or Methods to be Undertaken

Two consultants familiar with the PCFDI Train-the-Trainer meeting curriculum pilot tested the two surveys, providing feedback on how long it took to complete the surveys. Both consultants are members of the project Steering Committee, have extensive knowledge of the project, and have expertise in survey research. These consultants reviewed the surveys in detail to assure that the instructions are clear and understandable, the survey data elements are appropriate to the project, the frequency of collection is appropriate, and the survey design is sound.

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

The PCFDI contractor designed the data collection, and will collect and analyze the data:
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