



**The University of Michigan
Institute for Social Research
Survey Research Center
Ann Arbor, Michigan 48106-1248**

Budget Justification

For

Project Name

SRO Reference ###-####
Month, Day, Year

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SURVEY RESEARCH OPERATIONS

Overview

This section provides a rationale for the labor and other direct costs budgeted for Survey Research Operations (SRO). This section begins with an overview of SRO budgeting methodology, followed by a detailed description of each budget line item for “Project Name”.

Basic Assumptions for the Project Name”

The design of the Project Name study includes # waves of data collection. For the first wave (years 1 and 2), interviews will be completed with # respondents per household in # metropolitan areas (City 1, City 2, City 3, and City 4). Assuming approximately # percent eligible households, we estimate interviewing a total of # households – # from local housing authority lists and # from random screening in selected neighborhoods located in census blocks with XXX. Eligibility includes having XXXXXX for that city, and also having at least one XXX living in the home. Once a household has been determined as eligible, interviewers will complete interviews with XXX. Each interview will take approximately # hours. Included in the total household interview time is collection of anthropometric measures (height, weight, waist and hip measures, blood pressure monitoring), a self-administered, scannable XX, and a self-administered noise meter using a smartphone. We have estimated interviewer effort and sample size to complete these # interviews at an approximate weighted screening cooperation rate of #, and an interview cooperation rate of #.

Follow-up interviews will be completed with these same Wave 1 households in years XX and years 4/5 of the study. For each wave, the same basic protocol will be followed. We have estimated the interviewer effort we believe is necessary to complete interviews in approximately # households in Wave 2 (for a weighted # location and cooperation rate), and approximately # households in Wave 3 (for a weighted # location and cooperation rate).

All of our estimated location and cooperation rates are based on our experience with recent similar studies, and assume the use of intensive interviewer effort and some type of two-phase sample design. Two-phase designs are increasingly attractive to survey researchers because they offer a way to control the costs at the end of a data collection period while addressing concerns about nonresponse rates and errors. In face-to-face surveys, at the end of the data collection period, large costs are incurred for travel to sample segments to visit only one or two sample units, usually those extremely difficult to contact in prior visits or repeatedly displaying some reluctance to grant the survey request. By restricting these expensive visits to a sample of the nonrespondents at the end of the study, a more cost-effective method limits costs while addressing the need to increase response rates.

The cases sampled into the second phase that are successfully interviewed are assigned new selection weights (reflecting the fact that they must “represent” the nonselected nonrespondents). This additional weight component generally increases the variance of the estimates, but is expected to reduce the nonresponse bias by the capture of data from the first phase nonrespondents.

The exact sampling plan – including a two-phase design – will be determined once we actually begin the study and are able to observe the performance of the sample. All response rates used in these estimates are weighted response rates, and the calculations of the rates will be fully documented for each wave of data collection.

SRO's involvement in this project includes sample design, questionnaire programming and testing, interviewer recruitment and training, data collection, and data delivery.

This budget assumes an overall SRO involvement period of # months commencing in Month Year with the data collection taking place during # #-month waves, beginning Month Year, Month Year, and Month Year.

The assumptions used in creating the budget for the SRO activities are as follows:

Management:

- A senior project advisor will provide consultation to the survey director to assure consistent application of SRO policies and standards.
- A survey director will be assigned to the project to provide oversight, to coordinate all data collection activities, and to communicate with the research team.
- A project manager will be assigned to assist the survey director with all aspects of the project.
- A budget specialist will be assigned to the project to monitor costs and report the fiscal status of the project.

Sampling:

- The Principal Investigator will provide SRO with the sample from the XX list (“voucher sample”). This sample will be provided in an electronic format with separate, sortable fields for respondent name, street address, city, state, zip code, and number of children, residents, and telephone number, if available.
- A senior research associate will define the non-voucher sample, order the sample file from an external vendor, and examine and clean the sample list as compared to the voucher sample lists received from the Principal Investigator. It is expected that we will purchase a total of ##### address lines, which includes a ##% reserve sample.
- SRO's sampling staff will provide final sample preload files for the interviewers, and will monitor the performance of the sample throughout the data collection waves.
- Sampling staff will define and administer potential responsive design approaches (two-phase sampling) and potential experiments, including maintaining a reserve sample.
- During Waves 2 and 3, sampling staff will monitor respondent tracking activities.
- Sampling staff will provide non-response weights and final sample documentation.
- A senior statistician is assigned to provide consultation to the Principal Investigator and senior research associate.

Questionnaire Development:

- The Principal Investigator will provide SRO with questionnaire content for the X and X interviews for each wave of data collection.

- It is expected that each interview will average # hours in length, and that there will be some overlapping content between the X and X questionnaires, and also from wave to wave.
- A project manager will generate questionnaire (CAI) specifications and will review those with the research staff.
- One pretest of ## households will be conducted prior to Wave 1 data collection, to test all protocols and the questionnaire applications. We have assumed this pretest will occur in the Detroit area. The results of the pretest will be used to finalize protocols and questionnaires.

Computer Assisted Interviewing (CAI) Programming:

- A programmer analyst will be assigned to develop the CAI questionnaire applications using Blaise software, based on the specifications.
- SRO staff will complete thorough testing of the applications, and will provide them to the research staff for final testing and approval.
- We have assumed overlapping content between waves, but also additional programming hours associated with each wave for revisions and development of new content.

Sample Control Systems:

- A programmer analyst is assigned to modify SRO's existing electronic sample management system ("SurveyTrak") which will be used by field interviewers to access their sample lines and transmit data to Ann Arbor.
- The sample control system will provide status reporting across the entire project, by sample area, and by interviewer – so that production can be closely monitored throughout the study. Production and cost reports will be provided to the research staff weekly during production.

Training:

- We have estimated approximately ##% new hires required for wave 1, ##% new hires waves 2 and 3.
- Prior to each wave of data collection, an in-person interviewer training will be held in Ann Arbor. We expect to train approximately ## interviewers for Wave 1, # interviewers for Wave 2, and # interviewers for Wave 3.
- All interviewers new to SRO will be required to complete a 2-day general interviewing techniques training. All interviewers on the project will complete a #-day study-specific training, with the content jointly developed with the research team. At the end of training, each interviewer will be required to successfully complete a "certification" interview, where they must demonstrate their ability to correctly perform all elements of the protocol before they are approved for production interviewing.

Data Collection:

- Data collection will occur in three waves:
 - Wave 1: Month Year – Month Year; XX households (XX respondents)
 - Wave 2: Month Year – Month Year; XX households (XX respondents)

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- Wave 3: Month Year – Month Year; XX households (XX respondents)
- The budget assumes a level of effort that we believe is necessary to attain the stated number of interviews; we cannot guarantee a particular outcome.
- The Wave 1 data collection will consist of about ## completed interviews (## households) in each of four metropolitan areas. In each city, approximately ## household interviews will come from housing authority lists (provided by the research team) and ## household interviews will come from randomly selected households screened for eligibility.
- Each eligible household will be administered at least # interviews: one with X and one with X. We expect that each interview will take an average of # hours to administer, all components inclusive.
- Inclusive of the questionnaire interview time, we expect to collect anthropometric measures from the respondents. These anthropometric measures will include height, weight, waist, hip, and blood pressure measures.
- Inclusive of the questionnaire time is explaining procedures and return process for a self-administered, XX.
 - Respondents will be provided with a pre-labeled, pre-paid USPS priority mail envelope to mail in completed XX.
 - Interviewers will make one reminder call to each household to complete and return XX.
- Inclusive of the questionnaire time is explaining and demonstrating the implementation of the XXX via a smartphone.
 - SRO will purchase smartphones expected to cost up to \$#, as well as a XX application (expected to cost approximately \$# per phone), and pay-as-you-go usage fees (expected to cost approximately \$# per household).
 - Interviewers will arrange to return the following day to pick up smartphones.
- The Wave 2 and Wave 3 data collections will be reinterviews with the Wave 1 households. We expect a XX weighted location/cooperation rate for Wave 2, and a XX weighted location/cooperation rate for Wave 3.
- The SRO budget includes respondent incentives, in the amount of \$# for the adult interviews, \$# for the child interviews, and \$# (at the household level) for XXX. No additional incentive has been budgeted for the anthropometric measures, or the XX. We have included an extra 15% of the total respondent incentives in each wave to be used during the responsive design (end) phase of data collection.
- Interviews will be digitally recorded (both audio and video files that capture the computer screen) and used for quality control activities. Interviewers will receive regular feedback based on a review of the recorded interviews. SRO will also perform “verification” of the interviews by recontacting approximately 10% of each interviewer’s respondents to confirm the interview and re-ask key items from the questionnaire.

Post Collection Processing:

- The SRO budget includes coding of up to # open-ended items from each completed interview.
- We have not included any receipt of paper materials or data entry in the SRO budget.

Weighting and Estimating:

- The senior research associate will generate a final sampling report including weights for each wave of data collection.

Deliverables:

- SRO will provide regular progress and cost reports during the production periods.
- The final deliverables for this project will include a cleaned data file for each wave (submitted in SAS, SPSS, or Stata format), and documentation on the data collection procedures.
- SRO will also provide copies of all interviewer training materials.

Salary Line Items

Hourly salary rates are budgeted at an average salary rate of the individuals in the various SRO labor categories. The denominator for these hourly calculations is 2,080 hours, however the denominator for calculating an effective full-time equivalent (FTE) is 1,768 hours (the remainder would be charged to the sick, holiday and vacation account discussed below). The hourly rates reflected in this budget are the actual salary rates for individuals or the average of a SRO job category. The labor category budgeting rates are evaluated and adjusted bi-annually, and are based on the salaries of current staff members in each category. The labor titles used in this budget are SRO specific functional titles, and are not necessarily the official University of Michigan classification titles of individual employees.

Labor categories are billed according to hours actually worked on the project by the employees, at the employee's actual salary rate, as documented by employee time sheets. The data collection services labor category is budgeted and billed at the rate of 6% of all SRO regular staff hours, which includes all labor categories except interviewers and team leaders. This is done to provide an equitable spread of those costs across all projects. Data collection services staff provides the maintenance of the basic data collection and project management services that SRO provides to sponsored projects. The data collection services staff hours required for these activities are fairly constant over time, while the number of total staff hours can vary widely from month to month. Billing the data collection services costs as a ratio of staff hours helps stabilize and make more equitable the billing and budgeting for each project. These rates and ratios are applied consistently across all SRO projects.

All hourly salary and labor category rates are estimated based on current salaries, effective September 1, 2011 and assume a 3% annual increase on September 1 of each year.

Sick, vacation and holiday benefits are budgeted and billed at the University of Michigan approved rate of 25.5% of the salaries for regular staff (excluding interviewers and team leaders), and are separately stated.

Fringe benefits for full-time regular employees (27%) and temporary employees (7.65%) are not included in the hourly rates, and are separately stated.

In accordance with A-21 regulations, and due to the fact that this project involves extensive data collection (conducting survey data collections), making travel and meeting arrangements for the

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interviewing staff training conferences, analysis of the data and reporting on that collected data, SRO requires clerical and administrative hours to support the interviewing staff and the data collection efforts for this project. These hours will be charged directly to the project. The detailed category descriptions in the following sections itemize which hours and tasks will be charged to the project. All such charges are for activities integral to the research activity, are directly in support of the research activity, and necessary for the completion of research activities on this project. Due to the time constraints and staffing availability the project specific responsibilities outlined here may be shifted between labor categories to allow for the effective completion of the tasks.

Other Direct Cost Line Items

Some other direct cost items are charged at University of Michigan approved billing rates, including: CAPI hardware rental, CATI/DDE Hardware Recovery, CASIC Support, Amortized Hiring & Training, Xerox and laser printer duplicating. These rates can include the costs of staff salaries, equipment and other direct expenses needed to maintain these capabilities and amortize the total cost across studies or over a period of several years. These capabilities are all used on multiple SRO projects, and are described in detail in the following sections.

The University of Michigan's Indirect Cost Recovery rate is budgeted at the negotiated **on-campus federal rate of 55.5%**. Indirect charges are billed on all direct costs, including all salary and other direct cost line items (excluding equipment). There are no other fees associated with the SRO budget; and all charges are either in the direct cost line (and are costs associated with the project) or are billed as indirect charges at the University of Michigan rate.

Line Item Descriptions

Salary

Senior Statistician – Statistics / Sampling. The senior statistician will provide statistical and sampling consultation. The senior statistician will also assist in the creation of sample weights and estimates. A total of # senior statistician – statistics/sampling hours are budgeted for this project.

Senior Project Advisor. The senior project advisor will participate in activities to assure consistent application of SRO policies and standards. The senior project advisor will provide broad oversight and counsel on issues dealing with project implementation, resource allocation, project preparation and approval, deliverables and financial issues. A total of # hours are budgeted for the senior project advisor.

Survey Director. The survey director will be responsible for the day-to-day management of the project and will serve as liaison between SRO and the Principal Investigator's staff. The survey director will also be responsible for providing oversight and to coordinate data collection activities. Upon completion of the data collection, the survey director will assist in the writing of the data collection procedures documentation. A total of # hours are budgeted for the survey director.

Sr. Research Associate. The senior research associate will provide day to day statistical and sampling consultation. The senior research associate will also define the sample and examine and clean the sample list as compared to the lists received from the local housing authority offices. The senior research associate will also assist in the development of the sample weights and estimates for the final dataset. A total of # senior research associate hours are budgeted for this project.

Production Manager III. The production manager III will be responsible for supervising the field activity for this project. The production manager III will also assist with the recruitment, interviewing and hiring of the field staff, development of materials and protocols for data collection. Working with the team leaders, the production manager III will be responsible for monitoring field quality and productivity and creating regular reports on field activity for the research team. The production manager III will also be involved in the development and conduct of the interviewer training. A total of # hours are budgeted for the production manager III.

Project Manager III. The project manager III will assist the survey director with all day-to-day management of the project. The project manager III will also assist with providing oversight and to coordinate data collection activities. The project manager III will also review questionnaire format. A total of # hours are budgeted for the project manager III.

Production Manager II. The production manager II will be responsible for supervising the staff conducting the coding of all questionnaires. A total of # hours are budgeted for the production manager II.

Project Manager II. The project manager II will help prepare documentation for the technical systems development, as well as help test the technical systems and questionnaire. The project manager II will also assist with the pretesting of the questionnaire. A total of # hours are budgeted for the project manager II.

Programmer Analyst II. A programmer analyst II will be assigned to develop the CAI questionnaire applications using Blaise software. The programmer analyst II will also modify our sample management system (SurveyTrak) to meet the requirements of this project. A total of # hours are budgeted for the programmer analyst II.

Programmer Analyst I. A programmer analyst I will be responsible for programming the production and cost reports to be generated by the sample management system (SurveyTrak). A total of # hours are budgeted for the programmer analyst I.

Help Desk Supervisor: The help desk supervisor will assist with the testing of the questionnaire and sample management system. A total of # hours are budgeted for these activities.

Budget Specialist: The budget specialist is directly assigned to the project to monitor project activities from a financial perspective and to monitor indicators that may impact the scope of work on an ongoing basis. The budget specialist establishes and maintains cost reports that monitor budgeted hours and costs by phase and report progress, variances and projections to the survey director and project manager. These activities provide information necessary for making timely decisions during the entire process. A total of # budget specialist hours are budgeted for this project.

Data Management Specialist. The data management specialist will be responsible for the preparation and loading of the production sample, creation of the sample control files, completing case level quality assurance programs, producing ad-hoc reports as required, managing sample control files, and produce the final cleaned dataset. A total of # hours are budgeted for the data management specialist.

Research Associate - Sampling. The research associate – sampling will provide assist the senior research associate with the day to day statistical and sampling consultation. The research associate – sampling will also order the sample file from an external vendor, and assist in the examination and cleaning of the sample list as compared to the lists received from the local housing authority offices. A total of # research associate - sampling hours are budgeted for this project.

HR Generalist. The HR generalist is responsible for the supervision of the interviewer recruitment, interviewing and hiring process. The HR generalist will work with the production manager III to develop the staffing plan, recruitment advertisements, and to determine alternative methods of recruiting the field interviewers. The HR generalist with the assistance of the production manager and the administrative assistant will review the applications received narrowing the potential pool of prospective interviewers before scheduling in-person interviews. A total of # hours are budgeted for the administrative assistant II.

Administrative Assistant I. The administrative assistant I will assist the HR generalist in the development and submission of the recruitment advertisements. The administrative assistant I will monitor the recruitment website combining the applications received on-line with those via US Mail. The administrative assistant I will also assist the HR generalist with the review the applications received narrowing the potential pool of prospective interviewers before scheduling in-person interviews. Once the pool is narrowed the administrative assistant will call and schedule the in-person interviews with the HR generalist. After the interviews are complete the administrative assistant with the assistance of office assistants and the training logistics staff will complete and process the interviewer hiring paperwork, including the submission of the necessary information for the background checks to be completed. A total of # hours are budgeted for the administrative assistant I.

Project Assistant. The project assistant will be responsible for assisting with various aspects of the project including the development and testing of the instrument and SurveyTrak, the development and conduct of the study specific training and support during the actual data collection. A total of # hours are budgeted for the project assistant on this project.

Production Assistant. During data collection, a production assistant will answer SRO's toll-free telephone lines and answer respondent questions or forward the inquiries to the appropriate team member. Production assistants will also conduct the two-step quality control process, which includes evaluating the recorded interviews (at least 3 interviews per interviewer per wave) for accurate survey administration and verification with respondents that the interviewer followed the correct protocol (10% of all interviews). A total of # production assistant hours are budgeted for this project.

Equipment Supplies Supervisor. The equipment supplies supervisor maintains the inventory of computers including who the machines are assigned to and what project(s) they are assigned

to. The equipment supplies supervisor prepares the computers to accept the data collection instruments being “loaded” onto the computers by the help desk specialists. At the completion of the data collections the equipment supplies supervisor is responsible for removing the data collection instruments and any data remaining on them. The equipment supplies supervisor’s effort on this project is budgeted at # hours for this project

Training Logistics. The training logistics staff (including a Certified Meeting Planner) is integral to the effective conduct of the field staff training for this project. Training logistics will be responsible for the selection of the training and meeting sites, including coordination of meeting rooms and equipment, travel, lodging and meal arrangements. The training logistics staff assures compliance with the Federal Travel Regulations (FTR). Training logistics are also responsible for the prescreening of applicants for the interviewer and field team leader positions. A total of # training logistics hours are budgeted for this project.

Help Desk Specialists. The help desk specialists will be responsible for loading the CAI instruments and sample management systems onto the laptop computers to be used for this project. The help desk specialists will also conduct all computer-related training and provide computer-related support during the study-specific training and will handle field staff member computer-related technical questions during the production period. The help desk specialists’ effort on this project is budgeted at # hours.

Office Assistant. Office assistants will be responsible for processing daily production and cost data from interviewers and team leaders in the field. They will be responsible for duplicating and mailing drafts and final copies of project materials and project reports to team leaders and supervisors; mailing project specific supplies and equipment, materials and laptops to field staff.

Office assistants will also assist with word processing and other support functions necessary to the tracking, data collection and coding efforts for this project. Office assistants will assist with setting up project conference calls and will provide clerical support for the project, including entering and maintaining project schedule; duplicating and distributing study specific materials; setting up meetings for members of the project team; and maintaining a filing system of all drafts and final copies of project materials. For field staff the office assistants will be responsible for processing project specific interviewer hiring and evaluation forms, assembling training manuals, and maintaining interviewer evaluation and quality control records for the project. A total of # hours are budgeted for the office assistant on this project.

SSL Team Leaders. The SSL team leaders are part-time temporary staff that normally works about sixteen hours per week. SSL team leaders will assist with the conduct the two-step quality control process, which includes evaluating the recorded interviews (at least 3 interviews per interviewer per wave) for accurate survey administration and verification with respondents that the interviewer followed the correct protocol (10% of all interviews). SSL team leaders will be responsible for the coding of all questionnaires. A total of # hours are budgeted for the SSL interviewers.

SSL Interviewers. The SSL interviewers are part-time temporary staff that normally works about sixteen hours per week. The SSL interviewers will be responsible for preparing and posting the off-year respondent mailings. A total of # hours are budgeted for the SSL interviewers.

Field Team Leader. The field team leaders are temporary supervisors who maintain daily contact with the field interviewers and will also be involved in the day-to-day aspects of the data collection. During the recruiting and hiring phase of the project field team leaders may assist in the non-traditional recruiting activities (attending job fairs, community meetings and posting flyers at community gathering spots) and do initial screening of the interviewer candidates. During production field team leaders may interview, perform clerical or reporting tasks, assist in training and monitoring interviewers, and provide any other assistance to the survey director, or interviewers that are needed for the project. Field team leaders are budgeted at a total of # hours.

Field Interviewers. The field interviewers are temporary staff that normally work about twenty-two hours per week. The activities included in these budgeted interviewer hours include pre-testing, tracking, training, and production interviewing.

During production, interviewers will make contact with the selected households, make and keep appointments to complete the interviews, collect the anthropometrics measures, measure the rooms in the respondents house, maintain contact with supervisors and team leaders, and transmit interview and cost data to the home office in Ann Arbor. A total of # hours are budgeted for the field interviewers.

Data Collection Services. Data collection services staff is responsible for providing overall direction to the data collection staff throughout the various data collection processes. They monitor progress and provide troubleshooting and coordination with other project staff when needed. Data collection services staff also provides oversight and direction to the design of verification and quality control procedures. Data collection services are billed according to a University of Michigan approved billing algorithm of 6% of regular salaried staff hours. This calculates to \$# for this project.

Sick, Holiday & Vacation Allowance. Sick, Holiday & Vacation (SHV) Allowance is calculated at 25.5% for all permanent categories of University of Michigan employees (excluding Data Collection Services). Based on \$# salary costs (minus data collections services) for permanent employees, the SHV Allowance is budgeted at \$# for this project.

Fringe Benefits. Fringe benefits are calculated at 27% for all permanent categories and at 7.65% for all temporary employees of University of Michigan employees (excluding data collection services). Based on \$# salary costs for permanent employees and \$# for temporary employees the fringe benefit budget for this project is \$## for permanent employees; \$# for temporary employees.

Non-Salary Line Items:

Conference Expense (Hosting). This category includes the costs associated with recruiting and hiring new interviewers and training the interviewers at the face-to-face study specific training conference. Included in this line item are the costs of sleeping rooms for the interviewers, the team leader and the production manager; meals; meeting facilities; and equipment (Data Display Unit, TV, VCR etc). A total of \$# is budgeted for conference expense (hosting) for this project.

CAPI Hardware Rental. Laptop computers will be issued to each of the interviewers and team leaders working on this project for the transmission of interview data, sample information, hours worked, and out of pocket expenses incurred. The project will be charged for the use of the computers at a rate approved by the University of Michigan cost reimbursement office. The CAPI hardware rental fee is designed to cover the replacement cost of the laptop computers and necessary accessories over a three-year period. For this project, a total of \$# is budgeted for the CAPI hardware fee.

CATI/DDE Hardware Recovery: The University of Michigan has established a recharge rate for the use of desktop computers in the Survey Services Lab. The cost of machines and replacement parts is calculated and billed based on the SSL interviewer and SSL team leader hours spent working on the project. This rate is a University-approved amortization rate designed to spread the purchase of a desktop computer across three years. For this project, the CATI/DDE hardware recovery is budgeted at \$#.

CASIC Support. The CASIC support recovers the costs of salaries, software leases, and maintenance costs on software and some equipment. The cost of supporting data collection efforts is calculated and billed based on both the field and SSL interviewers and team leader hours worked on this project. This rate is a University-approved amortization rate designed to spread the cost of support across studies proportional to their use of the hardware and software. The CASIC support is budgeted at \$#.

Sample Development / Purchase. The sample development / purchase line includes the purchase of the sample frame for the neighborhoods not included in the local housing authority lists. The sample will be purchased from an external vendor which SRO has used in the past. It is expected SRO will purchase a total of # address lines, which includes a 25% reserve sample. The sample development / purchase is budgeted at \$# for this project.

Amortized Hiring & Training. This line item includes the costs related to maintaining an experienced interviewing staff across many studies. It includes costs for refresher and remedial training for interviewers as needed, as well as the costs for the development of new training materials and techniques to help maintain the highest possible quality of data collection. The total amortized hiring and training cost is estimated at \$# for this project.

General Supplies. This line item covers all consumable and bulk supplies used directly in the conduct of the project. It covers project supplies used by the SRO staff. The supply items include: computer labels, file folders for project documentation, letterhead, envelopes, mailing and shipping supplies and binders for study materials. SRO has a computerized bulk supply inventory and recharge mechanism for supplies. Supplies are charged to the project at actual cost, and supplies not used at the end of the study are returned to inventory for a credit to the project. Project supplies are budgeted at \$# for this project.

Telephone. The telephone expense category includes local telephone calls and any line rentals associated with interviewing and project management. SRO utilizes a telephone system that requires that the caller enter the appropriate code for the project they are working on for every call they make (both local and long distance). The system generates reports which are used for completing the billing process.

SRO maintains toll-free telephone lines (English and Spanish) for use by respondents to ask

questions about the project, schedule interviews, or verify the validity of an interviewer's identity. Also included in the telephone line are charges for equipment such as headsets used for interviewing and conference calls, and telephone sets. The budget for telephone is \$#.

Long Distance Communications. This expense category includes long distance tolls and facsimile charges associated with interviewing and project management. SRO utilizes the same two types of telephone services as described in the description for telephone services.

This line also includes a reimbursement allowance for the costs for high speed internet connections used by the interviewers for transmitting interview and cost data to and from the home office. The budget for long distance communications is \$#.

Postage. This category includes postage on the items mailed via the US Postal Service for this project, including various respondent mailing as well as mailing to the decentralized data collection team. The total postage costs for the project are budgeted at \$#.

Shipping. Shipping includes items shipped to and from the project team members (including both interviewers and team leaders) via UPS or Fed Ex. The major items shipped between the Ann Arbor Office and the field includes supplies and laptop computers. The total shipping is budgeted at \$#.

Printing & Duplicating. This expense category includes charges for photocopies, laser printing, and duplicating study materials both within the University and by outside vendors. SRO has established University-approved recharge mechanisms for photocopy and laser printing due to the large volume of materials that must be printed for survey projects. Typical items that are duplicated include respondent per-notification and incentive payment letters, training materials and production and cost reports. For this project, a total of \$# is budgeted for printing and duplicating.

Travel: Other. This category includes airfare, ground transportation, mileage, per diem, lodging, long distance phone charges, and other expenses incurred by the centralized staff and the production manager III working on this project. The travel costs are broken down into mileage and non-mileage expenses. Mileage reimbursement is estimated by using the current approved University of Michigan mileage reimbursement rate of \$0.51 per mile with an inflationary increase of about \$0.01 each year. The lodging and per diem estimates are based on our substantial experience conducting both trainings and data collections and on the Federal Travel Regulations (FTR). Non-mileage includes all other expenses the centralized staff and the production manager may incur during listing, training, and data collection such as parking, tolls, public transportation, taxi, bus fare, long distance telephone charges not made on the SRO corporate account, postage and supply expenses. A total of \$# is budgeted for "other" travel.

Travel: Tem Leaders and Interviewers. This category includes airfare, ground transportation, mileage, per diem, lodging, long distance phone charges, and other expenses incurred by the interviewers and team leaders working on this project. The interviewer travel costs are broken down into mileage and non-mileage expenses. Mileage reimbursement is estimated by using the current approved University of Michigan mileage reimbursement rate of \$0.51 per mile with an inflationary increase of about \$0.01 each year. The lodging and per diem estimates are based on our substantial experience conducting both trainings and data collections and on the Federal Travel Regulations (FTR). Non-mileage includes all other expenses that interviewers and field team leaders may incur during listing, tracking, training, and data collection such as parking, tolls, public transportation, taxi, bus fare, long distance telephone charges not made on the SRO corporate account, postage and supply expenses. A total of \$# is budgeted for team leader and interviewer travel.

Respondent Costs. This category includes costs for incentives and other payments to respondents participating in this project and the cost of printing the checks for these payments. The respondents who participate will receive the following, \$# for the adult interviews and \$# for the child interviews. The total respondent costs for this project are \$#.

Services of Others. An outside vendor who SRO has used before will assist with the development, printing and scanning of a child health questionnaire which will be left for the parent to complete and mail back. Once returned the vendor will scan the completed instruments and deliver a data set of the results. Also included in this line are the costs of the cellular telephones and the service plans for them. A total of \$# has been budgeted for the development, printing and scanning of the self-administered questionnaire.

Accurint Batch Tracking. Accurint, the company who provides our access to tracking databases conducts our batch tracking at a cost of approximately \$.50 per line to be tracked. The Accurint batch tracking fees for this project are estimated at \$#.

Biomarker Equipment and Supplies. The following items have been budgeted for under the biomarker equipment and supplies line:

Description
Blood Pressure Monitors
Scales

These items will be used to conduct the following physical measurements with respondents: height, weight, body measurements, and blood pressure. A total of \$# has been budgeted for biomarker equipment and supplies