

**Qualitative Research on Tribal Enrollment Question
Tentative Task Timeline
10-13-15**

Phase	Specific Task	Previous Timeline (pre-10/9)	Current Timeline (post-10/9)
Research planning and preparation	1. Begin standing meetings with research team.	Late April 2015	Same
	2. Draft moderator guide(s).	June – August 2015	Same
	3. Draft, submit, and award contract for focus group and cognitive interview recruitment, facility logistics, focus group day assistance, and transcription. Begin meetings with contractor.	July – September 2015	Same
	4. Submit Federal Register Notice for National Advisory Committee meeting on focus group and cognitive interview research.	September 2015	Same
	5. Submit and obtain generic OMB Clearance for focus groups.	October 2015	November 2015
	6. Contractor recruits respondents and organizes focus group facilities for first focus groups.	November 2015	December 2015
Conducting focus groups, begin analysis of focus groups, and attending tribal consultations	7. CSM team conducts 11 focus groups with AIANs from federal, state, and non-recognized tribes.	December 2015 – February 2016	January 2015 – February 2016
	8. Contractor continues to recruit respondents, organize focus group facilities, and assist on focus group day. Contractor now also transcribes focus group audio/video.	December 2015 – February 2016	January 2015 – February 2016
	9. Begin preliminary analysis of focus groups.	December 2015 – February 2016	January 2015 – February 2016
	10. Attend tribal consultations where tribal leaders are notified of focus group research on the tribal enrollment question.	October 2015 – March 2016	October 2015 – March 2016

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Presenting focus group results, attending tribal consultations, and preparing for cognitive interviews	11. Finish preliminary analysis of focus group results.	March 2016	Same
	12. Continue attending tribal consultations where tribal leaders are notified of focus group research on the tribal enrollment question.	November 2015 – March 2016	Same
	13. Conduct focus group results briefing.	March 2016	Same
	14. Meet and decide on tribal enrollment question formats for cognitive testing.	March 2016	Same
	15. Process, edit, tabulate and analyze 2015 National Content Test data. Brief upper management and OMB.	December 2015 – April 2016	Same
	16. Select final race Question(s) for inclusion into 2017 test	April 2016	Same
	17. Write focus group report.	March – April 2016	Same
	18. Draft cognitive interview protocol.	April 2016	Same
	19. Submit and obtain generic OMB clearance for cognitive interviews	April 2016	Same
	20. Have NPC create tribal enrollment question mock-ups for cognitive testing.	April - May 2016	Same
	21. Contractor recruits respondents and organizes facilities for first cognitive interviews.	May 2016	Same
Conducting cognitive interviews and presenting results	22. CSM team conducts up to 63 cognitive interviews with AIANs from federal, state, and non-recognized tribes. Non-AIANs will also be interviewed. The total number of interviews depends on the number of formats tested.	June – July 2016	Same
	23. Contractor continues to recruit respondents and organize facilities.	June - July 2016	Same
	24. Conduct analysis of cognitive interviews.	June - July 2016	Same
	25. Conduct cognitive interview results briefing.	July 2016	Same

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	26. Meet and decide on tribal enrollment question formats for 2017 Census Test.	August 2016	Same
	27. Write cognitive interview report.	August 2016	Same
	28. Submit 2017 Census Test OMB package, with final enrollment question included.	September 2016	Same