

**Mini Supporting Statement
Customer Satisfaction Survey for Editorial Board Reviewers**

Section A

A.1 Circumstances Requiring the Collection of Data

This survey will help fulfill the requirements of:

- Executive Order 12862, “Setting Customer Service Standards,” which directs Agencies to continually reform their management practices and operations to provide service to the public that matches or exceeds the best service available in the private sector; and
- The March 3, 1998 White House Memorandum, “Conducting Conversations with America to Further Improve Customer Service,” which directs Agencies to determine the kind and quality of service its customers want as well as their level of satisfaction with existing services.

A.2 Purposes and Uses of the Data

The survey data will help determine customers’ satisfaction with various components of the Early Independence Award (EIA) program. It will also indicate areas for improvement.

A.3 Use of Information Technology to Reduce Burden

Given the small size of the group, a paper-and-pencil survey will be administered at the end of the review meeting.

A.4 Efforts to Identify Duplication

Users will be asked to complete the survey only once.

A.5. Small Business

N/A

A.6 Consequences of Not Collecting the Information

The survey is considered appropriate to identify gaps and barriers and improve the program. If the survey is not conducted, the EIA program will not be adapted to meet the needs of the editorial board reviewers and the satisfaction with existing components will not be ascertained.

A.7. Special Circumstances Justifying Inconsistencies with Guidelines in 5 C.F.R. 1320.5

This survey will be implemented in a manner that fully complies with 5 C.F.R. 1320.5.

A.8. Consultation Outside the Agency

N/A

A.9. Payments or Gifts to Respondents

No payment or gift will be provided to survey participants

A.10. Assurance of Confidentiality

Individual respondents will not be identified and participation will be strictly voluntary. Respondents will be assured that neither their participation/non-participation nor any responses to items will have any effect on their eligibility for or receipt of grants, contracts, or services.

A.11 Questions of a Sensitive Nature

No questions will be asked of a personal or sensitive nature.

A.12 Estimates of Response of Burden

Estimates of Annual Hours Burden				
Types of Respondents	Number of Respondents	Frequency of Response	Average Response Time	Annual Hour Burden
Editorial Board Reviewers for the Early Independence Award Program	15	1	15 min	3.75 (225 min)

Annualized Cost to Respondents				
Types of Respondents	Number of Respondents	Frequency of Response	Hourly Wage Rate	Respondent Cost
Editorial Board Reviewers for the Early Independence Award Program	15	1	\$78.37	\$294

A.13. Estimate of Total Capital and Startup Costs/Operation and Maintenance Costs to Respondents or Record Keepers

N/A

A.14. Estimates of Costs to the Federal Government

Cost to the Federal government for the Survey is \$340.00.

A.15. Changes in Burden

N/A

A.16. Plans for Publication, analysis and Schedule

Responses will be tabulated after the completion of the survey. Findings will be published in a report for the NIH Common Fund staff and scientific community within a timely fashion to contribute to the improvement of the Early Independence Award program and the development of future initiatives.

A.17. Approval to Not Display Expiration Date

We are not requesting an exemption to the display of the OMB Expiration date.

A.18 Exceptions to Item 19 of OMB form 83-I

These surveys will comply with the requirements in 5 CFR 1320.9.

Section B

B.1. Respondent Universe and Sampling Methods

The customer satisfaction survey was created to obtain information from editorial board reviewers of the Early Independence Award program. It will be used to gather opinions about the program and the review process.

There are 15 individuals in the target population. Given the small size, a census is preferred.

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

The customer satisfaction survey will collect all information in a manner that is consistent with the following principles:

- Participation will be fully voluntary, and non-participation will have no impact on eligibility for or receipt of future grants, contracts, or services.
- Collected information will be limited to that which is needed to assess applicant satisfaction.

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

Consistent with sound survey methodology, the design of the paper-and-pencil survey will include approaches to maximize response rates, while retaining the voluntary nature of the effort. We will use the following approaches:

- Participation will be made as non-burdensome as possible by designing the survey to take no more than an average of 15 minutes to complete.
- The survey will be designed to be clear and easy to understand.
- The survey will be included in the meeting package. The NIH Scientific Review Officer will inform the Editorial Board Reviewers that their packages include a survey to gather opinions about the EIA program.
- The meeting's agenda will include a time for Editorial Board Reviewers to complete the survey. An independent contractor will explain the purpose of the survey, instruct them not to include their names on the survey, collect the completed surveys, and be available to answer any questions.
- Editorial Board Reviewers who are not able to complete the survey during the allocated time will be given a self-addressed stamped envelope and asked to return the survey within 2 days.

B.4. Tests of Procedures of Methods

Based on 9 responses, revisions were made to the survey. NIH staff also provided feedback.