

**Mini Supporting Statement**  
**OER SBIR Program Office Post-Conference Survey of the 2011 SBIR/STTR**  
**Conference Attendees**

**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 allow the NIH OER SBIR Program Office to receive feedback from the registered attendees of the NIH Annual SBIR/STTR Conference held June 22-23, 2011. This feedback will allow SBIR Program Staff to effectively plan future conferences based on attendee input.

**A.3 Use of Information Technology to Reduce Burden**

As appropriate, automated information technology will be used to collect and process information for this survey to reduce the burden on the public. The survey will be conducted by an online website emailed to registered attendees of the conference.

**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 requested feedback from the attendees of the conference is critical in successfully planning future conferences. It is important to ensure that NIH plans such conferences taking into account attendee feedback to ensure conference provides timely and relevant material to all. Without the survey, NIH might not plan a conference that has the desired features the target audience desires.

**A7. 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 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				
The average response time is based on in-house estimates of completing the survey.				
Types of Respondents	Number of Respondents	Frequency of Response	Average Response Time (in hrs)	Total Burden Hours
SBIR/STTR Conference Registered Attendees	450	1	0.166	75

Annualized Cost to Respondents				
Hourly wage rate is based on an estimated average salary of attendees of \$80,000 per year. Attendees are academic and small business scientists and business owners and staff.				
Types of Respondents	Total Burden Hours	Frequency of Response	Hourly Wage Rate	Respondent Cost
SBIR/STTR Conference Registered Attendees	75	1	\$39	\$2,925

**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**

N/A

**A.15. Changes in Burden**

N/A

**A.16. Plans for Publication, analysis and Schedule**

Results will be tabulated after the completion of the survey. Results will be used internally by the NIH SBIR Program Office staff to plan future conferences.

**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**

Registered Attendees of the 2011 NIH SBIR/STTR Conference are the respondents.

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

Registered Attendees will be emailed the link the survey with instructions and informed that participation is voluntary and no personal information will be requested or collected.

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

Registered conference attendees will be sent an email requesting they participate in the feedback survey. NIH expects a 50% response rate. There are no plans to follow-up beyond the initial email. Responses received will be sufficient.

### **B.4. Tests of Procedures of Methods**

NIH Staff tested the survey in advance. We have verified the emails of the registered attendees are accurate.

### **B.5. Analysis of Survey Data**

NIH staff will analyze the survey data.