Request for Approval under the
"Generic Clearance for the Collection of Routine Customer Feedback" (NCI)
(OMB Control Number: 0925-0642-23, Expiration Date 9/30/2014)

TITLE OF INFORMATION COLLECTION:

Usability Testing for Two Web-based Tools of the National Collaborative on Childhood Obesity Research (NCCOR): Catalogue of Surveillance Systems and Measures Registry

PURPOSE:

This proposal is to support the usability testing of two new web-based tools housed on National Cancer Institute servers: the Catalogue of Surveillance Systems (http://nccor.org/projects/catalogue/index.php) and the Measures Registry (http://nccor.org/projects/measures/index.php). Although both projects underwent formative research during development, the final versions have not been assessed for usability issues. This will provide critical feedback in two main areas: 1) website usability; and 2) analytics of website usage. Specifically, the focus will be on whether the site organization and navigational structure are clear to users, if users can easily and efficiently find content that is available on the website, and to what extent the Catalogue of Surveillance Systems and Measures Registry web interfaces are usable for a diverse target audience. Collection and analysis of website traffic (known as web analytics), such as number of visitors and page views, will be used to provide feedback concerning who the initial users of the site are and, the extent to which dissemination activities have been effective.

DESCRIPTION OF RESPONDENTS:

Catalogue of Surveillance Systems
- Researchers at universities and government agencies
- State and local public health department staff
- Graduate Students / post-doctoral fellows in health research

Measures Registry
- Researchers at universities and government agencies
- State and local public health department and staff
- Graduate students / post-doctoral fellows in health research
- Staff of non-profits oriented towards child health

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[x] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] Other:_____

CERTIFICATION:

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.

6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: <u>David Berrigan</u>

To assist review, please provide answers to the following question:

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [x] Yes [ ] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [x] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [x] Yes [ ] No

During recruitment, PII is collected in the form of name and contact information for the purpose of reminding the participants of the time of their usability test. It will be discarded thereafter.

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [x] No

BURDEN HOURS

Category of Respondent	Instrument	No. of Respondents	Participation Time (in hours)	Total Burden
Individuals or households	Screener	50	15/60	13
	Usability Test	41	1	41
Totals				54

Total Burden Hours used for IC's to date: 1,359
Total Burden Hours Approved for IC's under 0925-0642: 8,750
Total Burden Hours currently requested: 54

FEDERAL COST: The estimated annual cost to the Federal government is <u>$44,800</u>

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents
1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
                                        [ ] Yes [x] No

The NCCOR team, including diverse participants from Centers for Disease Control (CDC), Robert Wood Johnson Foundation (RWJF), National Institutes of Health (NIH), and United States Department of Agriculture (USDA), will identify all potential participants. Those individuals who agree to participate will be contacted, screened for suitability, and scheduled for aday and time by the contractor.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

    [x] Web-based or other forms of Social Media (Usability Test)
    [x] Telephone
    [x] In-person   (Usability Test)
    [ ] Mail
    [ ] Other, Explain

    Respondents will have the opportunity to choose whether they want to do the usability testing in-person or by remote access.

2. Will interviewers or facilitators be used? [x] Yes [ ] No

List of instruments, instructions, and scripts submitted with this request:
Attachment 1: Recruit Email
Attachment 2: Written Informed Consent (for in-lab)
Attachment 3: Verbal Informed Consent (for remote)
Attachment 4: Facilitator's Guide for Catalogue of Surveillance Systems
Attachment 5: Facilitator's Guide for Measures Registry
Attachment 6: Follow-up Recruitment Phone Call