

**Request for Approval under the
“Generic Clearance for the Collection of Routine Customer Feedback” (NCI)
(OMB Control Number: 0925-0642-29, Expiration Date 9/30/2014)**

TITLE OF INFORMATION COLLECTION: Satisfaction with Global Cancer Research Day 2013

PURPOSE:

The National Cancer Institute’s Center for Global Health (CGH) recently organized an interactive meeting called Global Cancer Research Day 2013. CGH aims to be a catalyst for collaboration and a platform for coordination global cancer activities between NCI-funded cancer researchers and the broader global health community. The meeting was intended to forge connections and foster discussion about best practices between the cancer research and global health communities. The customers of this effort are the professionals working on cancer-related programs globally who attended the Global Cancer Research Day 2013 meeting.

The purpose of this proposed data collection effort is to gather participants’ feedback on the meeting. We will use a short web-based survey (Survey Monkey or similar) to assess whether the meetings objectives were met. The feedback provided by participants will help CGH determine whether we will organize a second similar meeting in 2014 and if so, what improvements can be made to better further our objectives.

DESCRIPTION OF RESPONDENTS:

Global Cancer Research Day 2013 participants - attendees come from a variety of different organizations, including NCI-designated cancer centers, universities, non-profits and US government agencies working on global health activities.

TYPE OF COLLECTION: (Check one)

- | | |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> 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 not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential 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: Brenda Kostelecky

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

Personally Identifiable Information:

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

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Total Burden Hours
Individuals	120	10/60	20

Total Burden Hours used for IC’s to date: 1,766
 Total Burden Hours Approved for IC’s under 0925-0642: 8,750
 Total Burden Hours currently requested: 20

FEDERAL COST: The estimated annual cost to the Federal government is \$500.00.

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 No

The sample of respondents will be derived from the registration list of participants for the Global Cancer Research Day 2013 meeting. Based on the registration list, individuals identified will be contacted by email to complete a web-based survey estimated to take less than 10 minutes.

Administration of the Instrument

- 1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
- 2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

- Attachment 1: Invitation Email/Letter
- Attachment 2: Global Cancer Research Day Survey