

**Request for Approval under the
“Generic Clearance for the Collection of Routine Customer Feedback” (NCI)
(OMB Control Number: 0925-0648-03, Expiration Date 9/30/2014)**

TITLE OF INFORMATION COLLECTION: NCI Epidemiology and Genomics Research Program (EGRP) Sequencing Meeting Planning Survey

PURPOSE: The National Cancer Institute’s Epidemiology and Genomics Research Program (EGRP) is planning a meeting titled “Making Sense of the Sequence: Advances in Population Sciences” for May 15th-16th, 2013. The aim of this meeting is to advance the use of sequencing technologies in epidemiologic studies of cancer, and to enhance the integration of cancer genomics and somatic sequencing with population-based germline sequencing studies. The meeting will bring together experts in the field, and deliverables stemming from this meeting will lead to improvements in our understanding of the genetic basis of cancer risk. EGRP would like to ask invited speakers and participants in this meeting to complete a brief, 5- question survey to better understand what they view as key questions, challenges and opportunities in this area of science. The results of the survey will be used to inform the agenda for the meeting and to guide working groups that we will be holding prior to the meeting. Ultimately this information will help create a meeting that is timely and relevant for the target audience.

DESCRIPTION OF RESPONDENTS:

Research scientists invited to be speakers or participants at the NCI “Making Sense of the Sequence: Advances in Population Sciences” meeting.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input 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 checked="" type="checkbox"/> Other: <u>Meeting Survey</u> |

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: Carolyn M. Hutter

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 (in hours)	Total Burden Hours
Individuals	60	10/60	10

Total Burden Hours used for IC’s to date: 1,110
Total Burden Hours Approved for IC’s under 0925-0648: 148,074
Total Burden Hours currently requested: 10

FEDERAL COST: The estimated annual cost to the Federal government is \$300

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 “Making Sense of the Sequence: Advances in Population Sciences” meeting planning committee has identified a group of experts in this scientific area (epidemiologists, cancer biologists, clinicians and biostatisticians) to be invited to participate in the May meeting. This survey introduction e-mail will be sent to the work e-mail address of all individuals on that participant list.

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

List of instruments, instructions, and scripts submitted with this request:

Attachment #1: Survey Intro Email

Attachment #2: NCI EGRP Sequencing Meeting Planning Survey