

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0925-0668)**

---

**TITLE OF INFORMATION COLLECTION:** Office of Global Research (OGR) U.S.-Japan Cooperative Medical Sciences Program (CMSP), 17<sup>th</sup> International Conference on Emerging Infectious Diseases (EID)

**PURPOSE:**

The Office of Global Research (OGR) of the National Institute of Allergy and Infectious Diseases (NIAID) sponsors conferences around the world, and will be sponsoring a conference in Taipei, Taiwan on January 25 – 29, 2015. NIAID is interested in knowing the participant’s overall satisfaction with what they learned at the conference as well as if they were able to meet potential collaborators. This survey is part of a customer satisfaction assessment to examine the NIAID’s conference and workshop implementation and grantees’ perceptions to date. The information collected will enable the Office of Global Research to improve future conferences and encourage collaboration.

**DESCRIPTION OF RESPONDENTS:**

Potential survey respondents are the participants of the 17<sup>th</sup> International Conference of Emerging Infectious Diseases (EID), including both American scientists and scientists from the Pacific Rim Region. We are expecting about 200 non-FTE attendees.

**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: Elizabeth Dillard (DHHS, NIH, NIAID, OD, OGR)

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, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice 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	Type of form	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Private Sector/ non-USG (Academia, industry, not-for profits, scientists)	EID survey (electronic or paper)	200	1	15/60	50h
<b>Totals</b>		<b>200</b>	1	15/60	<b>50h</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is **a \$920 one-time cost.**

**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

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The survey will be provided to all the participants at the US-Japan EID Conference, in paper form on the final day of the conference and made available online for a month after the conference has ended (Close Date: February 13, 2015). The survey will also include a question for participants to indicate whether they are government employees or not. The conference registration is not complete; therefore, the list of specific participants is not yet available. We anticipate hosting 200 non-FTE participants at the EID Conference. The surveys will be administered and collected by Elizabeth Dillard or Gayle Bernabe at the conference.

**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