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

TITLE OF INFORMATION COLLECTION: NIAID Centers of Excellence for Influenza Research and Surveillance (CEIRS) Network Pandemic Influenza Research Response Planning Customer Feedback Interviews

PURPOSE:

In a collaborative effort between the Centers of Excellence for Influenza Research and Surveillance (CEIRS) network and the National Institutes of Allergy and Infectious Diseases (NIAID), the University of Minnesota (UMN), under subcontract with St. Jude Children's Research Hospital (contract number HHHSN272201400006C), is conducting a cross-Center project to improve response planning. The UMN Center for Infectious Disease Research and Policy (CIDRAP) is providing the structure, direction, and overall coordination for the CEIRS pandemic research planning process, including drafting and vetting an overarching pandemic research response plan for CEIRS. In addition, CIDRAP will identify resources needed to implement a successful CEIRS research response to an influenza pandemic or to an emergent influenza virus of public health significance. As an initial fact-finding step, UMN/CIDRAP will collect information and insights from CEIRS investigators and NIAID leadership on various aspects of the strategy, through telephone interviews. Results of the interviews will be used to develop a CEIRS pandemic research plan that identifies types of research activities applicable to different pandemic scenarios, highlights the expertise, tools, and procedures necessary to implement those activities, and identifies strategies for internal and external communications.

DESCRIPTION OF RESPONDENTS:
The respondents are the Principal Investigator (PI) and Scientific leads at the five currently funded CEIRS centers.

TYPE OF COLLECTION: (Check one)

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

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: Diane Post, PhD, Influenza Program Officer, Respiratory Diseases Branch, DMID/NIAID/NIH/DHHS

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [ ] Yes [x] 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 [x] No

ESTIMATED BURDEN HOURS

Category of Respondent	**No. of Respondents**	**No. of Responses per Respondent**	**Time per Response (in hours)**	**Total Burden Hours**
Private Sector (Academia)	19	1	90/60	29h
Totals	19	1	90/60	**29h**

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

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

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?

[x] 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 universe of potential respondents consists of the 5 centers that are currently funded in the CEIRS network. Key informants to be interviewed include leaders in the influenza community and in the CEIRS network who have had an active role in pandemic response in the past. There have been two influenza emergencies over the last performance period of the CEIRS contracts. The key informants selected are the Principal Investigator at the site, the scientific leaders of the research and the clinical and administrative staff who had a direct role in responding to the 2009 influenza pandemic or the H7N9 avian influenza outbreak. These key informants have direct experience with emergency situations and can provided detailed information regarding best practices which will help inform the development of the CEIRS pandemic plan.

The plan is to currently interview a total of 19 leaders in the CEIRS network. If further interviews are necessary to achieve the goals of this project there are approximately 115 total potential respondents who conduct research within the CEIRS network.

Administration of the Instrument

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