Mini Supporting Statement A For
"A Generic Submission for Formative Research, Pretesting, and Customer Satisfaction of NCI's Communication and Education Resources"
OMB No. 0925-0046-05, Expiration Date 5/31/2016

Title of Sub-Study: Pilot Test Proposed Revisions to the NIH Biosketch

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Section A

A.1 Circumstances Making the Collection of Information Necessary

Section 410 of the Public Health Service Act (42 USC § 285) authorizes the collection of the information. Executive Order 12862, "Setting Customer Service Standards," authorizes agencies to continually reform their management practices and operations to provide service to the public that matches or exceeds the best service available in the private sector. The White House Technology Agenda (http://www.whitehouse.gov/agenda/technology/) calls for creation of a transparent and connected Democracy specifying government to:

- **Open Up to its Citizens:** Use cutting-edge technologies to create a new level of transparency, accountability, and participation for America's citizens.

- **Be Brought into the 21st Century:** Use technology to reform government and improve the exchange of information between the federal government and citizens while ensuring the security of our networks. Appoint the nation's first Chief Technology Officer (CTO) to ensure the safety of our networks and lead an interagency effort, working with chief technology and chief information officers of each of the federal agencies, to ensure that they use best-in-class technologies and share best practices.

The mission of the NIH is to seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability. The NIH implements this mission by supporting innovative life science research and development largely through grant awards authorized by Sections 301 and 405 of the Public Health Service Act as amended (42 USC 241 and 284) and under Federal Regulations 42 CFR Part 52 and 45 CFR Parts 74 and 92.

NCI is proposing to pretest its revised NIH Biographical Sketch (referred to herein as "biosketch") which is part of the NIH-wide SF 424 (Research and Related) Applications and Electronic Submission Forms and the Research Performance Progress Report (RPPR). The information collection request also will support the use of a web-based survey instrument to assess the utility of using the modified biosketch format. Users of the modified biosketch will be asked for feedback relating to the clarity of the instructions and whether the revised instructions are suitable for all NIH grant applicants and applications. Attachment 1A contains the description of the modifications. Of particular interest is

determining whether some populations like new investigators are disadvantaged by the modification. The NCI will consider the findings of the survey when modifying instructions for all NIH grant applications.

This information collection fits within scope of the full generic as stated in the original Supporting Statement A:

> "The formative research process is used to determine whether or not a draft message or message concept is effective in reaching and communicating with its audience. Pretesting involves presentation of draft messages designed to convey specific information to a sample of the audience for whom the materials are intended. These respondents are asked to give their reaction to the messages…. Information collected to determine the level of customer satisfaction with products helps NCI identify strategies for improving the accessibility of materials/programs, their user-friendliness, and their relevance..." (SSA written 4/8/2013, p. 4)

There are two parts to this request for clearance. The first part involves the proposed changes to the biosketch itself and the second part involves plans to survey applicants shortly after they submit grant applications containing the modified biosketch forms as well as the survey reviewers of the applications covered under this pilot.

A.2 Purpose and Use of the Information Collection

The study will test a proposed revision of the NIH biosketch form to improve a researcher's ability to describe their scientific contributions. In fiscal year 2013, the NIH made more than 61,000 research grants of various types at a total cost of more than $21 Billion. All grants were made in response to applications that include biosketches for each of the key personnel. The currently approved grant application forms and progress reports include the SF424 (R&R), the PHS 398, the PHS 2590 and the Research Performance Progress Report (RPPR). The biosketch format page associated with the SF424 is completed as shown in the sample available on the NIH website. The existing biosketch serves as part of the NIH-wide SF 424 (Research and Related) Applications and Electronic Submission Forms and the Research Performance Progress Report (RPPR), which was approved in August, 2012 as part of OMB Collection 0925-0001/0002. Attachment 1B contains the current biosketch version and Attachment 1C contains the modified biosketch version.

This request is for a pilot test involving approximately 100 (max of 150) research grant applications in order to collect input on the modification of the biosketch information collection. The use of the modified biosketch will be restricted to applications and reviewers involved in the pilot. The request includes a survey for applicants and those who participate in the peer review of those applications. The primary purpose of the pilot is to assess the clarity of the instructions for the modified biosketch and whether there are any unintended consequences. The pilot is not designed to compare the quality of information provided in the modified biosketch with information that has been captured in the past using the current biosketch.

A.3 Use of Information Technology to Reduce Burden

Applicants who use the modified biosketch in their applications and the reviewers selected to review those applications will be asked to complete a short web-based survey document (Attachments 1B and 1C). The survey will identify concerns and assess satisfaction with the modified biosketch format and attempt to identify unintended consequences or populations that are disadvantaged by the proposed change. The findings will inform the final production of an enhanced NIH Biosketch that will be submitted for subsequent OMB approval for applications to be received in FY 2016. Biosketches are currently completed by key research personnel at applicant organizations using forms available in electronic format at http://grants.nih.gov/grants/funding/424/index.htm. In the future, this information may be included in future related databases.

A.4 Efforts to Identify Duplication

This data collection is unique and does not duplicate any existing data collection.

A.5 Impact on Small Businesses or Other Small Entities

Small businesses will not be included in the pilot.

A.6 Consequences of Collecting the Information Less Frequently

The pilot will be a one-time-only data collection.

A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This survey will be implemented in a manner that fully complies with 5 C.F.R. 1320.5.

A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

This is a Gen IC under 0925-0046 generic ICR; a FRN is not required.

A.9 Explanation of Any Payment of Gift to Respondents

Respondents will receive no compensation.

A.10 Assurance of Confidentiality Provided to Respondents

Individual respondents will not be identified in the survey and participation will be strictly voluntary. Respondents PII will not be collected on the surveys. The information collected on the modified biosketch form will have the protections as the current biosketch form.

A.11 Justification for Sensitive Questions

Neither survey will ask the respondent personal or sensitive questions.

A.12-1 Estimates of Hour Burden Including Annualized Hourly Costs

The respondents for both the applicants and the reviewers are researchers from various research institutions.

Estimates of Annual Hours Burden				
Types of Respondents	Number Responding or Surveyed	Estimated Response Frequency	Average Respondent Time (in hours)	Total Burden Hours
Modified Biosketch form	300	1	1	300
Applicant Survey	150	1	15/60	38
Reviewer Survey	42	1	15/60	11
Total				349

We are assuming that an average for faculty salaries at the associate professor level at $114,000. See http://chronicle.com/article/faculty-salaries-table-2012/131433 from the chronicle of higher education. With about 50 weeks/year and about 40 hours per week, that means an hourly wage of about $57.00

A.12-2 Cost to Respondents

Annualized Cost to Respondents			
Types of Respondents	Total Burden Hours	Estimated Hourly Wage Rate	Total Respondent Costs
Modified Biosketch form	300	$57.00	$17,100
Applicant Survey	38	$57.00	$2,166
Reviewer Surveys	11	$57.00	$627
TOTAL			$19,893

A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no costs to the respondents other than their time.

A.14 Annualized Cost to the Federal Government

The total cost to the federal government to perform this project is $82,251. The specifics are provided in the table below. We can calculate the cost of the project using the times provided. The hourly pay schedule came from the OPM GS schedule:
http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/DCB.pdf

A.14-1 Cost to the Federal Government

Task	Time (in hours)	Total Costs
Federal Staff – Program Analyst GS 14 Step 7 $127,512	200 (approx. 10% of FTE)	$12,751
Contractor Staff (midlevel Computer Programmer @ $150/hr.	240	$30,000
Contractor Staff (midlevel Data Analyst) @ $75/hr.	500	$37,500
License for Survey Gizmo	0	$2,000
Total	Contractor: 740. Federal: 200.	Contractor: $69,500 Federal: $12.751

A.15 Explanation for Program Changes or Adjustments

This is a new collection of information.

A.16 Plans for Tabulation and Publication and Project Time Schedule

Results will be tabulated after the completion of the survey.

The results from this pretesting and any publications or presentations are not generalizable or used to make broad, expansive conclusions from this sample size. Results of selected findings may be published in an internal NIH report within a timely fashion.

The study time schedule is outlined in Table A.16-1.

Table A16-1. Study Time Schedule

Activity	Months after OMB Approval
Identify & Issue RFAs (collect information)	Month 0-1
Survey Applicants	Month 4
Survey Reviewers	Months 5 & 6
Analyze and Summarize Results	Month 7

A.17 Reason(s) Display of OMB Expiration Date is Inappropriate

We are not requesting an exemption to the display of the OMB Expiration date.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

This survey will comply with the requirements in 5 CFR 1320.9.