Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB#: 0925-0642 ExpDate: 08/2017)

TITLE OF INFORMATION COLLECTION:
Feedback of NCI's Research Resources Website

PURPOSE:

As part of NCI's dedication to fostering and supporting the research activities of cancer investigators, a group within NCI created a research resources website (https://resresources.nci.nih.gov/) several years ago. Data analytics on this existing site suggest use of this resource has been stagnant for some time, and NCI is re-examining whether such a resource is useful and beneficial to cancer investigators. To that end, NCI would like to gather opinions and insights on the utility of continued utility of a web-based research portal for extramural cancer researchers.

DESCRIPTION OF RESPONDENTS:

The respondents are NCI Extramural Cancer Researchers.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [X] Other: 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: Grace Liou, Ph.D.

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 and COSTS

Form Name	Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden Per Response (in hours)	Total Annual Burden Hours
Interview Protocol	NCI Extramural Researchers	30	1	30/60	15
Total		30	30		15

Form Name	Type of Respondent	Total Burden Hours	Hourly Wage Rate*	Respondent Cost
Interview Protocol (Attachment A)	NCI Extramural Investigators	15	$37.46	$562
Total		15		$562

*Cite source per bls.gov if applicable

FEDERAL COST: The estimated annual cost to the Federal government is <u>$9,368</u>.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Project Manager	14-3	$116,146	1%		$1,162
Contractor Cost					$8,206.00
Interview Protocol Creation and					$8,206.00

Implementation					
Total					**$ 9,368**

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?

<div align="center">[ ] Yes [X] No</div>

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?

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? [X] Yes [ ] No

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

Attachments:

A. Interview Protocol
B. Email Correspondence