

Mini Supporting Statement A

NIH Community-Based Participatory Research (CBPR) Grant
Programs: Customer Satisfaction Surveys

OMB No. 0925-0474, Expiration Date: 2/28/2018

April 15, 2016

Contact Information

G. Stephane Philogene, PhD, OBSSR Deputy Director
(301) 402-3902

Table of Contents

A.1	Circumstances Making the Collection of Information Necessary.....	1
A.2	Purpose and Use of the Information Collection.....	1
A.3	Use of Information Technology to Reduce Burden.....	2
A.4	Efforts to Identify Duplication.....	2
A.5	Impact on Small Businesses or Other Small Entities.....	2
A.6	Consequences of Collecting the Information Less Frequently.....	2
A.7	Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.....	2
A.8	Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency.....	2
A.9	Explanation of Any Payment of Gift to Respondents.....	3
A.10	Assurance of Confidentiality Provided to Respondents.....	3
A.11	Justification for Sensitive Questions.....	3
A.12.1	Estimated Annualized Burden Hours.....	3
A.12-2	Annualized Cost to Respondents.....	3
A.13	Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers.....	4
A.14	Annualized Cost to the Federal Government.....	4
A.15	Explanation for Program Changes or Adjustments.....	5
A.16	Plans for Tabulation and Publication and Project Time Schedule.....	5
A.17	Reason(s) Display of OMB Expiration Date is Inappropriate.....	5
A.18	Exceptions to Certification for Paperwork Reduction Act Submissions.....	5

List of Attachments

- Attachment A: Community-based Participatory Research (CBPR) Principal Investigators (PI) Customer Satisfaction Survey Screenshots
- Attachment B: OBSSR Behavioral and Social Intervention Grants Principal Investigators (PI) Customer Satisfaction Survey Screenshots
- Attachment C: Community-based Participatory Research CBPR Community Partners (CP) Customer Satisfaction Survey Screenshots
- Attachment D: OBSSR CBPR Principal Investigators Customer Satisfaction Survey: OBSSR E-mail Invitation to Participate in an Online Survey
- Attachment E: OBSSR CBPR Community Partners Customer Satisfaction Survey: OBSSR E-mail Invitation to Participate in an Online Survey
- Attachment F: OBSSR Behavioral and Social Intervention Grant Principal Investigators Customer Satisfaction Survey: OBSSR E-mail Invitation to Participate in an Online Survey
- Attachment G: Follow-up E-mail to Distribute the Survey Link
- Attachment H: Reminder E-mail with Survey Link
- Attachment I: NIH OD SurveyGizmo for CBPR PIA

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The NIH Center for Scientific Review (CSR) is responsible for formulating grant award peer review policies, assigning grant applications to peer review groups, and directing scientific and technical review of these applications. Input from CSR customers (grant applicants/researchers/investigators) informs CSR services, including the technical review and assignment of priority scores, leading to funding decisions for NIH grant support.

Over the past decade, NIH's Office of Behavioral and Social Sciences Research (OBSSR) and NIH Institutes and Centers (ICs) have spent approximately \$402 million on community-based participatory research grants, including research grants and education and training grants. OBSSR and NIH ICs have also actively supported behavioral and social intervention research grants. These grant portfolios include a total of 190 Funding Opportunity Announcements (FOAs) (98 Requests for Applications, 38 Program Announcements (PAs), and 54 PARs (PAs with special receipt, referral and/or review considerations), that led to the award of 547 grants. In order to determine the efficacy of this type of research as well as inform future programmatic decisions, it is important to obtain information about grantee researcher, investigator, and community partner satisfaction with the CBPR initiatives and related intervention research programs. Survey results will help determine the contribution that research pursued through these programs has made to the larger field of research on health-related behavioral and social intervention research in communities throughout the U.S. The results will also help refine the definition of CBPR which will make it easier for CSR reviewers to determine whether future grant applications in this field are responsive to the intent of the solicitations.

A.2 Purpose and Use of the Information Collection

A central function of the NIH's OBSSR is trans-NIH program planning and coordination. In order to fulfill a principal goal of integrating the behavioral and social sciences, OBSSR serves in an advisory capacity to NIH officials and external stakeholders, develops program initiatives, and disseminates reports of major findings to NIH ICs and the research community. OBSSR plans to conduct three online surveys to determine grantee satisfaction in the following areas: community engagement; partnership functioning; resource sharing; benefits from participating in the project; perceived benefits to the field; and dissemination of project findings. The results of the surveys will be analyzed to determine grantee adherence to the CBPR approach and the various applications of the approach across the NIH portfolios. The results will be used by OBSSR and CSR to determine the key indicators of what constitutes community-based participatory research and thereby inform technical review and evaluation of grant applications in this field.

Attachment A is the Community-based Participatory Research (CBPR) Principal Investigators (PI) Customer Satisfaction Survey. **Attachment B** is the Behavioral and Social Intervention Grants Principal Investigators (PI) Customer Satisfaction Survey. **Attachment C** is the

Community-based Participatory Research (CBPR) Community Partners (CP) Customer Satisfaction Survey. **Attachments D, E, and F** are the email invitations to participate in the surveys. **Attachments G and H** are the follow-up emails containing the username and password and a secure link to the survey, and reminder emails).

The process of soliciting and funding community-based participatory research grants is labor intensive, requiring input from ICs across NIH. Information from this data collection effort will help to improve the process of what constitutes community-based participatory research, as well as the effectiveness of the CBPR program as a whole. It will also help to inform the directions of future CBPR research solicitations and review and evaluation of grant applications for future CBPR research.

A.3 Use of Information Technology to Reduce Burden

Information collection will involve the use of email and pre-existing web-based survey technology. Soliciting survey participation via email and allowing electronic submission of survey responses has been found to be cost effective for NIH and least burdensome to survey respondents. A web-based survey application reduces the burden to respondents by allowing easy access to desktop and mobile device formats, and streamlined navigation where respondents can skip questions that don't apply. A PIA has been submitted and is underway.

A.4 Efforts to Identify Duplication

Surveys of NIH CBPR and related intervention research programs and their community partners, have not been conducted previously. Therefore this data collection effort is not duplicative.

A.5 Impact on Small Businesses or Other Small Entities

No small businesses or small entities are impacted by this data collection.

A.6 Consequences of Collecting the Information Less Frequently

If this data collection is not conducted at this time, OBSSR and CSR will lack the information necessary to ascertain the effectiveness of NIH-funded CBPR research and to implement changes to improve the conceptualization, design, and support for CBPR research.

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

These surveys 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

N/A

A.9 Explanation of Any Payment of Gift to Respondents

No payments or gifts will be provided to survey respondents.

A.10 Assurance of Confidentiality Provided to Respondents

All information will be kept private to the extent allowable under the law. Individual responses will be kept secure as permitted by law and individual names will not be used. Personally Identifiable Information (PII) is not being collected. Since PII is not being collected, the Privacy Act does not apply. This information collection is not research and thus the Human Rights Regulations are not applicable.

A.11 Justification for Sensitive Questions

No questions of a sensitive nature are being asked.

A.12.1 Estimated Annualized Burden Hours

The total annualized burden hours are 353. The total respondents are 1,050. The included types and numbers of respondents, frequencies of responses, and annual hour burdens are presented in Table A.12-1. The survey response rates were estimated by utilizing a component of the survey software.

A.12-1 Estimated Annualized Burden Hours

Form Name	Type of Respondents	Number of Respondents	Number of Responses per Respondent	Average Burden Per Response (in hours)	Total Annual Burden Hours
Customer Satisfaction Survey (Attachment A)	CBPR PIs	450	1	20/60	150
Customer Satisfaction Survey (Attachment B)	Behavioral and Social Intervention Grant PIs	200	1	21/60	70
Customer Satisfaction Survey (Attachment C)	CBPR Community Partners	400	1	20/60	133
Total		1,050	1,050		353

A.12-2 Annualized Cost to Respondents

The Estimate Of Annualized Cost To Respondents Is \$13,223.38. The data was calculated using a wage rate of \$37.46 obtained from the Bureau of Labor Statistics. The occupation code is 19-1029 and the occupation title is Biological Scientist, <http://bls.gov/oes/current/oes191029.htm>. The estimates are provided below in A.12.

A.12-2 Annualized Cost to Respondents

Type of Respondents	Total Annual Burden Hour	Hourly Wage Rate*	Total Burden Cost
CBPR PIs	150	\$37.46	\$5,619.00
Behavioral and Social Intervention Grant PIs	70	\$37.46	\$2,622.20
CBPR Community Partners	133	\$37.46	\$4,982.18
TOTAL	353	\$37.46	\$13,223.38

*Source of hourly wage rate: <http://bls.gov/oes/current/oes191029.htm>

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

There are no capital or start-up costs to the data collection efforts requested; nor are there any costs associated with the operation, maintenance, or purchase of services.

A.14 Annualized Cost to the Federal Government

The annualized cost to the Federal government is \$34,308.59. The federal staff will be responsible for high-level oversight of the contractor's work. The contractor is responsible for assisting in developing the survey instruments, fielding the surveys, and cleaning, coding and analyzing the survey data.

Cost Descriptions	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Special Assistant for Policy, Planning and Evaluation, OBSSR	14/1	\$107,325	1/52	NA	\$2,063.94
Contractor Cost					
Research Analyst		\$32,244.65*			\$32,244.65
Travel					
Other Cost					
TOTAL					\$34,308.59

*GSA MOBIS rate, 355 hours @ \$90.83/hr

A.15 Explanation for Program Changes or Adjustments

N/A

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

Plans for data tabulation include basic quantitative analyses including cross-tabulations and basic descriptive statistics as well as qualitative analysis including thematic analysis. Information collected will be compiled and presented in reports and briefings for OBSSR and CSR and other staff within NIH. Reports will include information regarding respondent demographics, basic descriptive data, comparisons across demographic and respondent subgroups, and recommendations for improving the CBPR program and process.

Project Timeline

Activity	Time Schedule
Make any changes to the survey instruments and other documents required by OMB	1 week after OMB approval
Send email invitations to survey participants	2 weeks after OMB approval
Launch surveys and collect survey data	2-10 weeks after OMB approval
Analyze survey data	11-16 weeks after OMB approval
Prepare reports	17-24 weeks after OMB approval

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.