

2015 Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Expiration Date: 03/2018)

TITLE OF INFORMATION COLLECTION:

2015 NIH Single Cell Analysis Investigators Meeting Survey

PURPOSE:

To collect customer satisfaction information from participants of the 2015 NIH Single Cell Analysis (SCA) Investigators Meeting in order to improve the 2016 meeting

DESCRIPTION OF RESPONDENTS:

Expected respondents are participants at the 2015 NIH SCA Investigators Meeting. This includes the funded grantees of the SCA Common Fund Program, interested members from multidisciplinary scientific communities, and NIH extramural and intramural staff.

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: Keisha Shropshire, Project Clearance Liaison

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 N/A
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

ESTIMATED BURDEN HOURS and COSTS

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals	20	1	20/60	7
Totals				

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Conference Participant	20/60	0	0
Totals			0

*Cite source per bls.gov if applicable

FEDERAL COST: The estimated annual cost to the Federal government is \$153.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Employee					
Scientific Program Analyst	12/1	76,378	1/500		152.76
Contractor (N/A)		0	0	0	0
Travel					
Other 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?

A link to the online survey will be shared electronically to all meeting participants who registered for the Single Cell Analysis Program meeting on April 20-21, 2015. We expect 10% response rate (20 individuals out of maximum of 200 participants). It is not mandatory to complete this survey.

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