

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

TITLE OF INFORMATION COLLECTION: NIH Research Training Institutes (RTIs) Customer Satisfaction Surveys

PURPOSE: One of the fundamental goals of the NIH’s OBSSR is to help integrate a biobehavioral interdisciplinary perspective into all NIH research areas. The multidisciplinary nature of the research needed to address this goal implies the need for training initiatives to support and sustain careers crossing current disciplinary boundaries. Consistent with this mandate, OBSSR supports a broad range of education and training experiences in the extramural research programs at NIH, including the NIH Summer Research Training Institutes (RTI) program which began in FY 2001. Since then, NIH has offered several short-term residential RTIs for biomedical and health researchers who want to learn more about selected research topics. These training institutes provide new and established research investigators with an opportunity to study a specific research field in depth with leading research faculty and NIH staff who are experts in the field. www.obsr.od.nih.gov/training_and_education/training.aspx

OBSSR is interested in knowing the overall satisfaction of RTI applicants, trainees, and faculty. The customer satisfaction surveys will ask each of these groups about satisfaction with the RTI program, including the application and selection process, the training experience, mentoring, application of lessons learned, and suggestions for strengthening the RTIs.

DESCRIPTION OF RESPONDENTS: Survey respondents will include RTI applicants who applied but were not selected, RTI trainees, and RTI faculty members.

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.

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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

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
RTI Unselected Applicants: Private Sector (Academia and Not for Profit)	2,300	1	10/60	383
RTI Trainees: Private Sector (Academia and Not for Profit)	1,000	1	20/60	333
RTI Faculty: Public and Private Sector (Academia and Not for Profit)	500	1	15/60	125
Totals	3,800	3,800		841

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
RTI Unselected Applicants: Private Sector (Academia and Not for Profit)	383	\$37.46	\$14,347.18
RTI Trainees: Private Sector (Academia and Not for Profit)	333	\$37.46	\$12,474.18
RTI Faculty: Public and Private Sector (Academia and Not for Profit)	125	\$37.46	\$ 5,682.50
Totals	841		\$32,503.86

* <http://www.bls.gov/oes/current/oes191029.htm>: average wage for a Biological Scientist

FEDERAL COST: The estimated annual cost to the Federal government is \$34,277.38

Staff	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	n/a	\$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

The selection of your targeted respondents

- 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?

Lists of RTI institute applicants, trainees, and faculty were provided by NIH Program Officers involved with each of the RTIs. Respondents will include all unselected applicants, trainees, and faculty from the five most recent sessions of each of the seven NIH training institutes beginning in 2013.

Administration of the Instrument

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

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