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

TITLE OF INFORMATION COLLECTION: Future Research Leaders Conference Survey

PURPOSE:

The purpose of this information collection is to assess communication effectiveness and participants' experience of the NIH Future Research Leaders Conference. The conference is an event sponsored by the Chief Officer for Scientific Workforce Diversity (COSWD) to promote knowledge and awareness about scientific career opportunities in the NIH Intramural Research Program (IRP). This event also provides talented scientists from diverse backgrounds with unique opportunities to network one-on-one with IRP investigators and senior leadership.

DESCRIPTION OF RESPONDENTS:

The respondents will be early-stage scientists from diverse backgrounds (i.e., future research leaders, FRLs) who have demonstrated a track record or trajectory of independent scientific research and who are interested in learning about IRP career opportunities. They are invited to participate in the conference.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] 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:____Janetta Lun_____

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
Individuals	40	2	10/60	13
Totals	**40**	80		**13**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	13	$43.77	$595.01
Totals	13		$595.01

*The hourly wage rate is computed based on the annual mean wage ($91,050) of Postsecondary Biological Science Teachers from colleges, universities and professional schools (Bureau of Labor Statistics Occupational Employment and Wages, May 2015).

FEDERAL COST: The estimated annual cost to the Federal government is __$1646.45_____

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight	13/5	$104,433	1.5%	N/A	$1566.45
Contractor Cost	N/A				
Survey Host					$80.00
Total					$1646.45

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 [X] 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?

There will be no sampling plan. All conference participants will be invited to complete the survey.

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

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