

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

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**TITLE OF INFORMATION COLLECTION:**

NLM NCBI CCDS User Survey

**PURPOSE:**

This survey will be to collect qualitative NLM customer service delivery feedback and determine satisfaction for users of the National Center for Biotechnology Information (NCBI) Consensus CCDS data website. The information from this survey will be used to improve the design and operation of the publically accessed website.

**DESCRIPTION OF RESPONDENTS:**

The respondents will be selected from CCDS website customers (not registered or logged into the website) who click on a link to the survey (presented at the top of search results) and CCDS data download customers who see a news announcement of the survey.

**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: Kim Pruitt

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
3. If Applicable, has a System or Records Notice been published?  Yes  No  N/A

**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 or households	500	1	5/60	42
<b>Totals</b>	<b>500</b>	<b>500</b>		<b>42</b>

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individuals or households	42	\$23.23	\$975.66
<b>Totals</b>			

\*BLS May 2015 National Occupational Employment and Wage Estimates  
[http://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](http://www.bls.gov/oes/current/oes_nat.htm#00-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$276.66

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Staff scientist	T42	\$138,329	0.2%		\$276.66
<b>Contractor Cost</b>					N/A
Travel					N/A
Other Cost					N/A

**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?

Two groups of respondents will be selected, email and web:

- Email respondents will be invited to participate by advertising the survey with a NCBI news article, through the Gene RSS feed, and via the RefSeq announcement mailing list.
- Website respondents will be invited to take the survey via a link appearing at the top of the CCDS home page and CCDS data report pages.

### **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

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

NLM NCBI CDDS survey instrument