

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

TITLE OF INFORMATION COLLECTION:

Drupal Implementation and Content Enhancement (DICE) Focus Groups

PURPOSE:

Collect survey information in support of development efforts for the OHR web site redesign under the Drupal Implementation and Content Enhancement (DICE) project.

DESCRIPTION OF RESPONDENTS:

A cross-section of government employees from various institutes and centers within NIH.

TYPE OF COLLECTION: (Check one)

- | | |
|---|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group |
| <input checked="" 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: Wayne Dooley

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

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
Federal Employees	30	10	9/60	45
Totals	30	300		45

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Federal Employees	45	\$38.20	\$171.90
Totals	45	\$38.20	\$171.90

*Cite source per bls.gov if applicable

Hourly pay rate is based on an average hourly salary for GS 12 step 1

FEDERAL COST: The estimated annual cost to the Federal government is \$4,245

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Project Lead	13/2	\$97,956	2%		\$1,959
Focus Group Liaison	12/2	\$82,377	1%		\$824
Moderator	12/1	\$79,720	1%		\$797
Asst. Moderator	11/1	\$66,510	1%		\$665
Contractor Cost					
Travel					
Other Cost					
Total					\$4,245

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?

Requested volunteers from the OHR Liaisons group, consisting of HR specialists and administrators representing various NIH institutes and centers. Selections for focus group sessions is based on the availability of the volunteers for given dates and times.

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.