

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: NIH Library Survey on Statistical Class Offerings

PURPOSE:

The purpose of the survey is to investigate whether the NIH Library should organize and offer classes on statistical topics to our NIH customers.

We want to learn from NIH staff who have previously registered and attended a NIH Library statistic, data analysis, or writing class what statistical topics are of most interest, class format, length of class, days of the week and times, type of software used for statistical analysis, and feedback on lunchtime sessions. In order to develop relevant, useful, and attended classes for our customers, we must discover what our user’s needs and interests are in order to organize and host useful classes.

DESCRIPTION OF RESPONDENTS:

The respondents will be individuals who had previously registered and attended a statistical, data analysis, or writing class organized and offered by the NIH Library in 2017.

Respondents will be NIH employees and contractors.

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 type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Feedback</u> |

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: Alicia A. Livinski _____
Biomedical Librarian/Informationist
NIH Library, Office of Research Services
National Institutes of Health

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 [X] 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 (Federal Government Contractors)	100	1	5/60	8
Totals		100		8

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals (Federal Government Contractors)	8	\$30	\$240
Totals		\$30	\$240

http://www.bls.gov/oes/current/naics4_622300.htm#00-0000

FEDERAL COST: The estimated annual cost to the Federal government is \$568.78

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Biomedical Librarian	GS 13/7	113,755	0.005		\$568.78
Contractor Cost					
Travel					n/a
Other Cost					n/a
Total					\$568.78

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?

The respondent pool will be all individuals who attended a class held by the NIH Library in 2017 on data analysis, statistics, or writing. We have registration lists of individuals for these classes and they will all be emailed to obtain responses.

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