

Mini Supporting Statement A

Generic Sub-Study, “Analysis of Feedback from NIH SBIR and STTR Niche Assistance Program (Niche) Participants”

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Contact Information

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Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The congressionally-mandated NIH SBIR and STTR Programs implement NIH's mission by supporting U.S. small businesses that conduct early-stage life sciences research, with the intention of developing lifesaving technology with commercial potential. The Niche Assessment Program (Niche) provides market insight and data that can be used to help small businesses strategically position their technology in the marketplace, and is authorized by Public Law 112-81.

The NIH SBIR/STTR Office proposes to conduct a survey of SBIR and STTR Niche participants under OMB Control Number 0925-0627, expiration date 04/30/2017. This questionnaire will gather feedback from Niche participants about their experience with the program, including the quality of the services offered and the overall process.

A.2 Purpose and Use of the Information Collection

Information gathered will be used internally by the NIH SBIR/STTR Office to identify strengths and areas for improvement in current services, operations, and customer services provided by the Niche. The data will not be used to formulate or change policies. Rather, it will be used to enable the NIH SBIR/STTR Office to be responsive to its constituents. The form will be emailed to Niche participants and completed electronically.

A.3 Use of Information Technology to Reduce Burden

Since 2004, Niche has provided assistance to over 1,100 small businesses, and the NIH SBIR/STTR Office will plan to gather data via an electronic form from a representative from as many of these businesses as possible about their overall experience with the program. Participation is completely voluntary.

The feedback form will be administered through an Internet link to Survey Monkey provided to respondents in an initial email. The email will provide an overview and goals of the form, and will request participant's feedback. SurveyMonkey is a user-friendly online platform for gathering participant feedback via questionnaires, and NIH will include straightforward instructions for filling-out the feedback form. NIH SBIR/ STTR office staff will be receiving and reviewing all responses. Using electronic forms via SurveyMonkey is less time intensive and burdensome than for NIH to mail paper forms and encourage the small business to mail them back.

Individuals who do not complete the form within two weeks of the invitation email will be sent a second invitation email. Individuals will then have two additional weeks to complete the form, and once individuals complete the form and submit it, the link will expire. See Attachment 1 for screenshots of the form. As requested, a burden statement is included at the beginning of Attachment 1 with the OMB number.

A.4 Efforts to Identify Duplication

The NIH SBIR/STTR Office manages the Niche Assessment Program and will be the only program to collect this data. The program managers will ensure that duplicative assessments are not conducted.

A.5 Impact on Small Businesses or Other Small Entities

This form will be sent to small businesses that have participated in the Niche Assessment Program since it was created in 2004. A form will be sent to approximately 1,100 small businesses.

A.6 Consequences of Collecting the Information Less Frequently

This information has never been collected before and is essential for refining the program for future participants.

A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This survey will be implemented in a manner that fully complies with 5 C.F.R. 1320.5.

A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

N/A

A.9 Explanation of Any Payment of Gift to Respondents

No gifts will be provided for participation.

A.10 Assurance of Confidentiality Provided to Respondents

All information will be private to the extent permitted by law. No Personally Identifiable Information (PII) is collected and the Privacy Act does not apply.

A.11 Justification for Sensitive Questions

No sensitive information will be collected.

A.12.1 Estimated Annualized Burden Hours

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Types of Respondents	Number of Respondents	Number of Responses per Respondent	Average Time Per Response (in hours)	Annual Hour Burden
Niche Participants	1,100	1	15/60	275

The NIH SBIR/STTR Office estimates that it will take respondents 15 minutes to answer a 10 minute form. The form includes several multiple-choice questions, as well as three fill in the blank questions that are looking for short phrase responses or 1 or 2 sentences.

A.12-2 ANNUALIZED COST TO RESPONDENTS

A.12-2 Annualized Cost to the Respondents

Type of Respondent	Number of Respondents	Average Burden Per Response (in hours)	Hourly Wage Rate*	Respondent Cost
Niche Participants	1,100	15/60	\$75	\$5,156.25

*The annual salary is \$150,000 (\$75 per hour) for a biomedical researcher. Source: Bureau of Labor Statistics

A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

This is a one-time 15 minute survey. The estimated annualized burden for all participants is 275 hours.

A.14 Annualized Cost to the Federal Government

Provide estimates of annualized cost to the Federal government. This includes FTE and contract cost.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight	GS 13/14	\$94,824	5		4741.2
	GS 13/14	\$94,824	5		4741.2

Contractor Cost					
Travel					
Other Cost					
Total Cost					9482.4

A.15 Explanation for Program Changes or Adjustments

N/A

A.16 Plans for Tabulation and Publication and Project Time Schedule

This information will be shared internally at NIH. The NIH SBIR/STTR Office does not have plans to publish it.

A.17 Reason(s) Display of OMB Expiration Date is Inappropriate

We are not requesting an exemption to the display of the OMB Expiration date.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

This survey will comply with the requirements in 5 CFR 1320.9.