

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0668 ExpDate: 02/2019)**

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**TITLE OF INFORMATION COLLECTION:** Communicable Disease Research: The Foundation of Global Health Policy and Practice Conference Survey

**PURPOSE:**

The Office of Global Research (OGR) of the National Institute of Allergy and Infectious Diseases (NIAID) sponsors conferences around the world, and will be sponsoring a conference in San Francisco, California on April 8, 2016 in conjunction with the Consortium of Global Health Universities annual meeting. NIAID is interested in knowing the participant’s overall satisfaction with what they learned at the conference since this is the first time NIAID has participated. This survey is part of a customer satisfaction assessment to examine the NIAID’s conference and workshop implementation. The information collected will enable the Office of Global Research to improve future conferences.

**DESCRIPTION OF RESPONDENTS:**

Potential survey respondents are the participants of the Communicable Disease Research: The Foundation of Global Health Policy and Practice Symposium, including both faculty and students mostly at American universities. We are expecting approximately 500 non-FTE attendees.

**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: Elizabeth Dillard (DHHS, NIH, NIAID, OD, OGR)

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 [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
Private Sector/ non-USG (Students, faculty, and scientists)	500	1	15/60	125h
<b>Totals</b>	500	500		125

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
students	41.7	\$14,400/ year	\$287.72
faculty	41.7	\$94,189/ year	\$1881.97
scientists	41.7	\$123,869/ year	\$2475.01
<b>Totals</b>	<b>125</b>	<b>\$232,458/ year</b>	<b>\$4644.70</b>

\*Salary.com

**FEDERAL COST:** The estimated annual cost to the Federal government is a \$11,193 one-time

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>	GS14/10	139,523/annual	1/52		\$2,683
	GS14/8	132,368/annual	1/52		\$2,545
	GS15/7	151,496/annual	1/52		\$2,913
	GS14/9	158,700/annual	1/52		\$3,052
<b>Contractor Cost</b>					
Travel					
Other Cost					
<b>Total</b>					<b>\$11,193</b>

**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 survey will be provided to all the participants at the symposium, with an option for paper or web-based submission. The survey will also include a question for participants to indicate whether they are government employees or not. The conference registration is not complete; therefore, the list of specific participants is not yet available. We anticipate hosting more than 250 non-FTE participants at the conference. The surveys will be administered and collected by Elizabeth Dillard.

**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.**