

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0668 Exp., date: 02/28/2019)**

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**TITLE OF INFORMATION COLLECTION:**

Intramural NIAID Research Opportunities (INRO) Satisfaction Survey

**PURPOSE:**

The National Institute of Allergy and Infectious Diseases (NIAID) Office of Training and Diversity (OTD) wishes to assess participant satisfaction of the Intramural NIAID Research Opportunities (INRO) program. INRO is NIAID’s primary vehicle for identifying and recruiting students from populations underrepresented in science to NIAID with the goal of increasing diversity and inclusion within the Institute. The survey will collect information on how satisfied participants were with the program and whether it provided what they needed to further their career in biomedical research. The information collected will enable the OTD to improve its outreach program and further impact the capacity of NIAID’s research capacity. The conciseness of the survey increases the chance of participation and completion.

**DESCRIPTION OF RESPONDENTS:**

Survey respondents are former participations of the NIAID INRO program, which began in 2003. It will be sent to 320 former INRO participants.

**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: Wendy J. Fibison, Ph.D. \_\_\_\_\_

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
Individuals	320	1	15/60	80
<b>Totals</b>	<b>320</b>	<b>320</b>		<b>80</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	80	\$38.56	\$3,084.80
<b>Totals</b>			<b>\$3,084.80</b>

\*Cite source per bls.gov if applicable

Occupational Employment and Wages, 2017

<https://www.bls.gov/oes/current/oes191029.htm>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$2,239.02.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Training Program Analyst		\$60,749/annual	1/52		\$1168.25
Program Coordinator		\$55,680/annual	1/52		\$1070.77
<b>Contractor Cost</b>					
Travel					N/A
Other Cost					N/A
<b>Total</b>					<b>\$2,239.02</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 past participants of the INRO program – 320 participants. The survey will be administered online and collected by OTD Program Analyst.

**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