

Request for Approval under the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)”

(OMB#: 0925-0740 Exp Date: 05/2019)

TITLE OF INFORMATION COLLECTION:

NIH Office of Intramural Training & Education (OITE) – MyOITE Account Registration

PURPOSE:

The NIH Office of Intramural Training & Education (OITE) provides many services to NIH Trainees (summer interns, postbaccalaureates, graduate students, postdoctorates, clinical fellows and research fellows), NIH Staff Scientists/Staff Clinicians, NIH Staff (summer coordinators, training directors, and principal investigators), and on occasion, the general public. A sample of the services provided to these groups includes, but is not limited to the following:

- Communication Workshops
- Postbaccalaureate Workshops
- Summer Workshops
- Career Development Programs
- Leadership, mentoring, and other personal development programs
- Major Annual Events Organized by OITE
- OITE Orientations

DESCRIPTION OF RESPONDENTS:

In order to prevent spam registrations to the OITE sponsored events, the NIH/OITE utilizes a MyOITE account system to restrict access to the event registrations. MyOITE uses four key account types:

- MyOITE – Current NIH Trainee / Fellow – subcategories of summer interns, postbaccalaureates, graduate students, postdoctorates, and fellows
- MyOITE – NIH Staff Scientist / Staff Clinician
- MyOITE – Other NIH Staff – subcategories of summer coordinators, training directors, and principal investigators
- MyOITE – Guest

NIH trainees and staff receive support for career development from the NIH in one or more of the following areas: research support, stipend or income, health insurance, tuition, and/or retirement, based on NIH appointment status.

Non-NIH trainees and staff, meaning the general public, have MyOITE-Guest accounts and receive no financial support from the NIH.

TYPE OF COLLECTION: (Check one)

Abstract

Registration Form

Application

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.

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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

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

Amount: _____

Explanation for incentive: (include number of visits, etc.)

ESTIMATED BURDEN HOURS and COSTS

The Hourly Wage Rate was estimated based on the NIH Trainee Stipend Tables and NIH Employee Pay Schedule as well as the distribution of the appointments creating a MyOITE account. Details about the NIH Trainee Stipend tables may be found at: <https://oma1.od.nih.gov/manualchapters/person/2300-320-7/>.

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individual (MyOITE-Trainees)	3,864	1	3 / 60	193
Individual (MyOITE-Staff Scientist/Clinician)	140	1	3 / 60	7
Individual (MyOITE-Other NIH Staff)	172	1	3 / 60	9
Individual (MyOITE-Guest; non-NIH)	2,153	1	3 / 60	108
Totals	6,329	6,329		317

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (MyOITE-Trainees)	194	20.24	\$3,926.00
Individual (MyOITE-Staff Scientists/Clinicians)	7	72.12	\$505.00
Individual (MyOITE-Other NIH Staff)	9	96.15	\$866.00
Individual (MyOITE-Guest; non-NIH)	108	16.44	\$1,776.00
Totals	318		\$7,073.00

The NIH Federal Employee and Contractor Salaries were estimated based on the locality pay for the DC-MD-VA-WV-PA salary table:
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2016/DCB.pdf>.

FEDERAL COST: The estimated annual cost to the Federal government is \$254.00.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Employee-1	Title 42	\$165,000.00	0.05%	~	\$83.00
Employee-2	GS13-S10	\$119,794.00	0.05%	~	\$60.00
Employee-3	GS13-S07	\$110,578.00	0.10%	~	\$111.00
Contractor Cost	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total	~	~	~	~	\$254.00

The selection of 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 NIH population is notified about upcoming events through advertisements distributed to one or more distribution email lists maintained by the NIH/OITE: OITE-SIP, OITE-POSTBACS, OITE-GRADS, OITE-POSTDOCS, and NIH-SSSC. The non-NIH population learns about the upcoming events by visiting the OITE website or through invitations sent over non-NIH distribution lists maintained by the OITE.

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

Survey form

Chart Abstraction

Other, Explain

2. Will interviewers, facilitators, or research coordinators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

MyOITE-Trainee-Collection.pdf

MyOITE-StaffScientistClinician-Collection.pdf

MyOITE-OtherStaffNIH-Collection.pdf

MyOITE-Guest-Collection.pdf