

**Request for Approval under the “Conference, Meeting, Workshop, and Poster  
Session Registration Generic Clearance (OD)”  
(OMB#: 0925-0740 Exp Date: 05/2019)**

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**TITLE OF INFORMATION COLLECTION:**

NIH Office of Intramural Training & Education (OITE) – NIH Community College Day  
Registration

**PURPOSE:**

The National Institutes of Health (NIH) carries out and funds biomedical research in an effort to prevent and cure common and rare diseases. We also train the next generation of doctors, researchers, and medical support staff who will improve human health in the future, both across the country and around the world. NIH Community College Day provides community college students and faculty an opportunity to visit the NIH Bethesda campus and to learn about careers and training opportunities in biomedical and health care fields.

**DESCRIPTION OF RESPONDENTS:**

Participants in Community College Day (CCD) are community college students and community college faculty. Participants receive no financial support from the NIH.

**TYPE OF COLLECTION:** (Check one)

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Abstract                     | <input type="checkbox"/> Application  |
| <input checked="" type="checkbox"/> Registration Form | <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.

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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

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individual (Student Participants)	640	1	3 / 60	32
Individual (Faculty Participants)	60	1	3 / 60	3
<b>Totals</b>	<b>700</b>	<b>700</b>	<b>n/a</b>	<b>35</b>

The Hourly Wage Rate was estimated based on the NIH Trainee Stipend Tables and distribution of the trainee type participating in the OITE events. Details about the NIH Trainee Stipend tables may be found at: <https://oma1.od.nih.gov/manualchapters/person/2300-320-7/>.

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (Student Participants)	32	\$13.79	\$441.00
Individual (Faculty Participants)	3	\$24.04	\$71.00
<b>Totals</b>	<b>35</b>	<b>n/a</b>	<b>\$513.00</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$298.00.

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>.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Federal-1	Title 42	\$200,000.00	0.10%	~	\$200.00
Federal-2	G13-S03	\$98,289.00	0.10%	~	\$98.00
<b>Contractor Cost</b>					
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
<b>Total Cost</b>	~	~	~	~	<b>\$298.00</b>

### 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/OITE advertises t NIH Community College Day via a banner on the OITE website. We also contact community colleges in the region by email, inviting them to publicize the event to their students and faculty.

### **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.**

OMBFT-CommunityCollegeDay-FacultyVersion-Registration.pdf

OMBFT-CommunityCollegeDay-StudentVersion-Registration.pdf