

**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:

Office of Intramural Training & Education (OITE) – Graduate Award Certificate Registration

PURPOSE:

The NIH/OITE Graduate Partnerships Program (GPP) is designed to bring PhD graduate students to the NIH Intramural Research Program for dissertation research through one of two pathways: Individual or Institutional Partnerships. Upon completion of the dissertation research and degree requirements, the NIH/OITE/GPP encourages soon-to-be or recent graduates to register for a Graduate Award Certificate. The award certificate is designed to acknowledge that the PhD dissertation research was performed partially or completely within the NIH-IRP, making this a special cohort of PhD graduate students.

DESCRIPTION OF RESPONDENTS:

Only PhD graduate students participating in the NIH Graduate Partnerships Program are eligible to submit a registration form for the creation of an Award Certificate. The OITE/GPP periodically reminds the current NIH graduate student community to register for the award certificate through email messages distributed to OITE-Grads and OITE-PostDocs. OITE-Grads and OITE-PostDocs are distribution Listservs with membership restricted to NIH PhD graduate students and postdoctorates, respectively.

Participants in the NIH Graduate Partnerships Program may receive financial support in one or more of the following areas: research support, stipend, health insurance, and/or tuition.

TYPE OF COLLECTION: (Check one)

Abstract

Application

Registration Form

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.

Patricia Wagner, PhD; wagnerpa@od.nih.gov; 240-476-3619.

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 (Current NIH Trainee)	20	1	5 / 60	2
Individual (Former NIH Trainee)	35	1	5 / 60	3
Totals	55	55		5

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	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (Current NIH Trainee)	2	\$15.94	\$32.00
Individual (Former NIH Trainee)	3	\$15.94	\$48.00
Totals	5		\$80.00

FEDERAL COST: The estimated annual cost to the Federal government is \$286.00.

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
Federal Oversight					
Federal-1	Title 42	\$200,000.00	0.05%	~	\$100.00
Federal-2	G14-S01	\$108,887.00	0.10%	~	\$109.00
Contractor Cost	~	~	~	~	~
Contractor-1	~	\$77,490.00	0.10%	~	\$77.00
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total	~	~	~	~	\$286.00

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 OITE/GPP periodically reminds the current NIH graduate student community to register for the award certificate through email messages distributed to OITE-Grads and OITE-PostDocs. OITE-Grads and OITE-PostDocs are distribution ListServes that have membership restricted to NIH PhD graduate students and postdoctorates, respectively.

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-GPP-AwardCertificate-Registration-Collection.pdf