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) – Alumni Database for Former NIH Trainees

PURPOSE:
The OITE created an Alumni Database of former NIH trainees in order to facilitate networking opportunities, identify speakers for OITE sponsored events, and learn which career paths are pursued for long-term program feedback. Access to the contents of the Alumni Database is restricted to members of the Alumni Database; current members of the NIH Trainee Community that have MyOITE accounts, excluding MyOITE Guest Accounts; and NIH staff. The general public does not have access to the contents of the Alumni Database.

DESCRIPTION OF RESPONDENTS:
Members of the OITE Alumni Database were members of the NIH Intramural Training Program through one or more of the following training programs or appointments, though some may have been discontinued:
- Summer Internship Program and its subprograms
- Postbaccalaureate / Technical Training Program
- NIH Academy
- Undergraduate Scholarship Program
- Graduate Partnerships Program
- Clinical Research Training Program (discontinued)
- Howard Hughes Medical Research Scholars Program (discontinued)
- Medical Research Scholars Program
- Postdoctoral and Visiting Fellow Programs
- Research Fellow
- Clinical Fellow

TYPE OF COLLECTION: (Check one)

[ ] Abstract   [ ] Application
[X] 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 <u>not</u> 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? [X] Yes [ ] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [X] Yes [ ] No

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [X] 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 (Former NIH Trainee)	1,172	1	10 / 60	195
Totals	**1,172**	**1,172**		**195**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (Former NIH Trainee)	196	18.97	$3,719
Totals	**196**		**$3,719**

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					
Federal-1	Title 42	$165,000.00	0.05%	~	$83.00
Federal-2	G13-S10	$119,794.00	0.05%	~	$60.00
Federal-3	G13-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?

[X] 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 periodically reminded to register for the Alumni Database prior to departure through notices distributed to the email lists maintained by the NIH/OITE: OITE-SIP, OITE-POSTBACS, OITE-GRADS, and OITE-POSTDOCS.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
   [X] Web-based or other forms of Social Media
   [ ] Telephone
   [ ] In-person
   [ ] Mail
   [X] Survey form
   [ ] Chart Abstraction
   [ ] Other, Explain

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

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

OMBFT-AlumniDatabase-Registration-Collection.pdf