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

TI	TLE OF INFORMATION COLLI	ECTION:		
PŪ	JRPOSE:			
Dl	ESCRIPTION OF RESPONDENTS	S:		
TY	YPE OF COLLECTION: (Check or	ne)		
	Abstract	Application	on	
	Registration Form	Other:		
Cl	ERTIFICATION:			
1. 2.	ertify the following to be true: The collection is voluntary. The collection is low-burden for res The collection is non-controversial agencies.	=		
Na	nme:			
Тс	assist review, please provide answer	rs to the following question:		
	rsonally Identifiable Information: Is personally identifiable information	on (PII) collected?	Yes	No
2.	If Yes, is the information that will b Privacy Act of 1974?	be collected included in records	s that are subje Yes	ect to the

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Gifts or Payme	nts:					
Is an incentive (	e.g., money	or reimburseme	ent of expenses	, token of a	appreciation)	provided to

Amount:

participants?

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
Totals				

Yes

No

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Totals			

<sup>\*</sup>Cite source per bls.gov if applicable

## **FEDERAL COST:** The estimated annual cost to the Federal government is:

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Contractor Cost					
Travel					
Other Cost					

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 thi	s universe?	
	Yes	No
If the answer is yes, please provide a description of both below (or attached the answer is no, please provide a description of how you plan to identify respondents and how you will select them?		<b>U</b> 1
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.

If of