

**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) – HiSTEP Alumni Database

PURPOSE:

The OITE created an Alumni Database for NIH trainees that participate or have participated in the HiSTEP and HiSTEP 2.0 training programs. The HiSTEP Alumni Database is designed to facilitate networking opportunities, identify speakers for OITE sponsored events, and track the academic and career paths pursued by program participants for long-term program feedback. Information collected will also enable OITE Staff to identify items that need enhancement or inclusion in the training and education of the HiSTEP and HiSTEP 2.0 participants. Access to the contents of the HiSTEP Alumni Database is restricted to OITE Staff Members.

DESCRIPTION OF RESPONDENTS:

Members of the HiSTEP Alumni Database were participants in an NIH Intramural Training Program, specifically the HiSTEP and HiSTEP 2.0 opportunities.

HiSTEP - <https://www.training.nih.gov/histep>

HiSTEP 2.0 - https://www.training.nih.gov/histep_20_home_page

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.

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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. 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 – HiSTEP 2015)	35	8	10 / 60	47
Individual (Former NIH Trainee – HiSTEP 2016)	27	6	10 / 60	27
Individual (Former NIH Trainee – HiSTEP 2017)	25	4	10 / 60	17
Individual (Former NIH Trainee – HiSTEP 2018)	30	2	10 / 60	10
Individual (Former NIH Trainee – HiSTEP 2.0 2016 – New Participant)	15	6	10 / 60	15
Individual (Former NIH Trainee – HiSTEP 2.0 2017 – New Participant)	9	4	10 / 60	6
Individual (Former NIH Trainee – HiSTEP 2.0 2018 – New Participant)	13	2	10 / 60	4
Totals	154	754		126

Notes: 1) Number of respondents is based on the number of HiSTEP and HiSTEP 2.0 participants (actual and estimated) between the years 2015 and 2018. 2) The number of HiSTEP 2.0 respondents is reduced by 50% due to the number of HiSTEP participants that transition to the HiSTEP 2.0 program (2-year average is currently 68%, therefore the new trainees for HiSTEP 2.0 is estimated to be 32%). 3) The number of responses anticipated by each admission year is based on a 5-year tracking period that is truncated based on the OMB Clearance expiration date of May 2019.

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (Former NIH Trainee – HiSTEP 2015)	47	\$10.56	\$496
Individual (Former NIH Trainee – HiSTEP 2016)	27	\$10.56	\$285
Individual (Former NIH Trainee – HiSTEP 2017)	17	\$10.56	\$180
Individual (Former NIH Trainee – HiSTEP 2018)	10	\$10.56	\$106
Individual (Former NIH Trainee – HiSTEP 2.0 2016)	15	\$10.56	\$158
Individual (Former NIH Trainee – HiSTEP 2.0 2017)	6	\$10.56	\$63
Individual (Former NIH Trainee – HiSTEP 2.0 2018)	4	\$10.56	\$42
Totals	126		\$1,330

The NIH Trainee stipend level for high school students before graduation is set to be \$1,830.00 / month. This equates to an hourly wage of \$10.56. Details about the stipend table may be found at: https://www.training.nih.gov/student_irta_stipend_levels.

FEDERAL COST: The estimated annual cost to the Federal government is \$319.00.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Deputy Director	Title 42	\$170,000.00	0.05%	~	\$85.00
HiSTEP Director	G12-S01	\$77,490.00	0.15%	~	\$117.00
HiSTEP Director	G12-S01	\$77,490.00	0.15%	~	\$117.00
Contractor Cost					
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total	~	~	~	~	\$319.00

The selection of targeted respondents

- 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?

HiSTEP and HiSTEP 2.0 trainees will be asked to complete and submit the HiSTEP Alumni Database on a bi-annual schedule in order to keep up-to-date information on their academic and career development progress. This information provided by the trainees will be used to enhance the OITE services to this training program.

Administration of the Instrument

- 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
- 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-HiSTEP-Alumni.pdf