

**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) – Community College Summer Enrichment Program (CCSEP) and College Summer Opportunities in Advanced Research (C-SOAR) Alumni Database

PURPOSE:

The OITE created an Alumni Database for NIH trainees that participate or have participated in the Community College Summer Enrichment Program (CCSEP) and College Summer Opportunities to Advance Research (C-SOAR) training programs. The CCSEP and C-SOAR 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 CCSEP and C-SOAR participants. Access to the contents of the CCSEP and C-SOAR Alumni Database is restricted to OITE Staff Members.

DESCRIPTION OF RESPONDENTS:

Members of the CCSEP and C-SOAR Alumni Database were participants in an NIH Intramural Training Program, specifically the CCSEP and C-SOAR opportunities.

- CCSEP - https://www.training.nih.gov/ccsep_home_page
- C-SOAR - https://www.training.nih.gov/csoar_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 estimated hourly wage is based on the projected highest degree awarded for each participation year relative to the expiration year of the OMB Clearance. Hourly wage was calculated based on the NIH Trainee Stipend Tables, found at: <https://oma1.od.nih.gov/2300-320-7> (Summer Internship Program) and <http://intranet.cancer.gov/admin/crta/app1cat3.htm> (National Cancer Institute's MS Degree).

- Summer Internship Program – Undergraduate After 1-Year - \$13.38 / hour
- Summer Internship Program – Undergraduate After 2-Years - \$14.00 / hour
- Summer Internship Program – Undergraduate After 3-Years - \$14.75 / hour
- NCI Master Degree – 1-Year - \$17.88 / hour
- NCI Master Degree – 2-Years - \$18.46 / hour
- NCI Master Degree – 3-Years - \$19.90 / hour
- NCI Master Degree – 4-Years - \$20.58 / hour

The number of responses anticipated by each admission year is based on the years in which OITE will ask for responses and OMB Clearance expiration date of May 2019.

Category of Respondent	No. of Respondents	No. of Responses Per Year	Time per Response (in hours)	Total Burden Hours
Individual (Former NIH Trainee - CCSEP 2010)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2011)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2012)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2013)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2014)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2015)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2016)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2017)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2018)	20	2	10 / 60	7
Individual (Former NIH Trainee - CCSEP 2019)	20	1	10 / 60	3
Individual (Former NIH Trainee - C-SOAR 2018)	20	2	10 / 60	7
Individual (Former NIH Trainee - C-SOAR 2019)	20	1	10 / 60	3
Totals	240	480		76

Category of Respondent	Total Burden Hours	Wage Rate	Total Burden Cost
Individual (Former NIH Trainee - CCSEP 2010)	7	\$20.58	\$144.00
Individual (Former NIH Trainee - CCSEP 2011)	7	\$19.90	\$139.00
Individual (Former NIH Trainee - CCSEP 2012)	7	\$18.46	\$129.00
Individual (Former NIH Trainee - CCSEP 2013)	7	\$17.88	\$125.00
Individual (Former NIH Trainee - CCSEP 2014)	7	\$17.50	\$123.00
Individual (Former NIH Trainee - CCSEP 2015)	7	\$15.38	\$108.00
Individual (Former NIH Trainee - CCSEP 2016)	7	\$14.75	\$103.00
Individual (Former NIH Trainee - CCSEP 2017)	7	\$14.75	\$103.00
Individual (Former NIH Trainee - CCSEP 2018)	7	\$14.00	\$98.00
Individual (Former NIH Trainee - CCSEP 2019)	3	\$13.38	\$40.00
Individual (Former NIH Trainee - C-SOAR 2018)	7	\$14.75	\$103.00
Individual (Former NIH Trainee - C-SOAR 2019)	3	\$14.75	\$44.00
	76		\$1,259.00

FEDERAL COST: The estimated annual cost to the Federal government is \$202.00.

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
CCSEP & C-SOAR Director	G12-S01	\$77,490.00	0.15%	~	\$117.00
Contractor Cost	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total	~	~	~	~	\$202.00

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?

CCSEP and C-SOAR trainees will be asked to complete and submit the CCSEP & C-SOAR Alumni Database on an 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

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