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:
NIH Office of Intramural Training & Education (OITE) – International Opportunities Expo - Exhibitor Registration

PURPOSE:
The OITE-sponsored International Opportunities Expo, organized by the NIH Visiting Fellows Committee, provides representatives of science and technology organizations from around the world the opportunity to meet NIH Visiting Fellows in an atmosphere encouraging the exchange of information and fostering professional relationships.

DESCRIPTION OF RESPONDENTS:
The NIH/OITE invites representatives from international embassies, governments, academic institutions, industry, and the private sector to register for a table to participate in the International Opportunities Expo.

Representatives receive no financial support for their participation in the International Opportunities Expo.

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 distribution of the trainee type participating in the OITE events. 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 (General Public)	30	1	5 / 60	3
Totals	**30**	**30**		**3**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (General Public)	3	$72.00	$216.00
Totals			**$216.00**

FEDERAL COST: The estimated annual cost to the Federal government is $378.00.

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	$165,000.00	0.100		$165.00
Federal-2	GS13-S10	$119,794.00	0.100		$120.00
Federal-3	GS13-S01	$92,145.00	0.100		$93.00
Contractor Cost		~	~	~	~
Travel					~
Other Cost					~
Total	~	~	~	~	**$378.00**

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?

<div align="right">[X] Yes   [ ] No</div>

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 maintains a list of exhibitors from prior years and individuals who have requested to be notified when registration opens. Invitations to register are sent to this distribution list. In

addition, the OITE posts a banner on its homepage inviting registrations from the international community.

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
    [ ] Survey form
    [ ] Chart Abstraction
    [ ] Other, Explain

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