TITLE OF INFORMATION COLLECTION:
Office of Intramural Training & Education (OITE) – How to Teach and Advise on Career Development Topics for the Next Generation of Biomedical Scientists: A Train-the-Trainers Event – Abstract

PURPOSE:
The NIH Office of Intramural Training & Education (OITE), in collaboration with the AAMC GREAT Group, is hosting a "Train-the-Trainers" Event.   This event is designed to provide information to advisors, staff, and faculty who provide career and professional development programming and guidance to graduate students and postdoctoral researchers in the biomedical sciences. Participants will discuss items such as:

- Career Advising: improve your career consultations using theories and practices from career counseling
- Conflict and Feedback: understand conflict theories and feedback methods that you can use to develop your own presentations to deliver at your institution
- Diversity: improve the discussion of diversity in the biomedical community
- Communication: build advising skills to address common challenges our trainees face such as stress, anxiety, depression, stereotype threat, imposter phenomenon, and more
- What works? A sharing session to see how other institutions have implemented concepts learned in 2016

DESCRIPTION OF RESPONDENTS:
Advisors, staff, and faculty from universities and the Federal Government that provide career and professional development guidance to their student and trainee communities. Individuals submitting the registration form will be invited to submit an abstract for inclusion in the schedule of events.

TYPE OF COLLECTION: (Check one)
[X] 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 <u>not</u> raise issues of concern to other Federal agencies.

Patricia Wagner, PhD; wagnerpa@od.nih.gov; 240-476-3619.

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 estimated hourly wage is based on the projected highest degree awarded for each participant based on the GS salary table for the Washington, DC area:
https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/DCB.pdf.

Category of Respondent	No. of Respondents	No. of Responses Per Year	Time per Response (in hours)	Total Burden Hours
Abstract Registration - Employees	5	1	10 / 60	1
Abstract Registration - Individuals	30	1	10 / 60	5
Totals				**6**

Category of Respondent	Total Burden Hours	Wage Rate	Total Burden Cost
Abstract Registration - Employees	1	$55.00	$55.00
Abstract Registration - Individuals	5	$55.00	$275.00
Totals	**6**		**$330.00**

FEDERAL COST: The estimated annual cost to the Federal government is $264.00.

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
Postdoc Director	G14-S05	$129,869.00	0.05%	~	$65.00
Career Counselor	G13-S07	$116,365.00	0.05%	~	$59.00
Graduate Deputy Director	G13-S05	$109,900.00	0.05%	~	$55.00
Contractor Cost	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total	~	~	~	~	**$264.00**

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 OITE will invite registrants for the Train-the-Trainers event to submit an abstract for inclusion in the schedule.

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