Request for Approval under the "Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)"

(OMB#: 0925-0740, Expiration Date: 05/31/2019)

TITLE OF INFORMATION COLLECTION:

Specialized Programs of Research Excellence (SPORE) Contact Information Form

PURPOSE: To update contact information for active Specialized Programs of Research Excellence (SPORE) grantees. Contact Information will be collected on the SPORE Director(s), the SPORE Director(s)' Assistant, and the SPORE Administrator. The information will be used to update contact information of the SPORE grantees to inform them about upcoming meetings, conferences, and registration activities.

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Respondents are SPORE Directors of active SPORE grants							
(https://www.cancer.gov/about-nci/budget/fact-book/extramural-programs/spores).							
(-1							
TYPE OF COLLECTION: (Check one)							
[] Abstract	[] Application						
[] Registration Form [X] Other: <u>Contact Information</u>							
[] Abstract	[] Application						

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.

Tamara Walton; 240-276-5686.

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 total burden is estimated to be 50 hours.

Category of Respondent	No. of Respondent s	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours	
Individuals	300	1	10/60	50	
Totals	300	300		50	

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individuals	50	\$45.64	\$2,282.00
Totals	50		\$2,282.00

^{*} The mean hourly wage for the SPORE Director was calculated based upon Occupation Code for Medical Scientist (19-1040) in Bureau of Labor and Statistics (https://www.bls.gov/oes/2017/May/oes_nat.htm).

FEDERAL COST: The estimated annual cost to the Federal government is \$10,441.50.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Program Analyst	13/9	\$122,830	5%		\$6,141.50
Contractor Cost					\$4,300.00
Travel					\$0
Other Cost					\$0
Total					\$10,441.50

^{**} https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/DCB.pdf

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?
[X] Yes

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?

Respondents are active P50 grantees in the Translational Research Program portfolio.

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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						