

**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: Non-profit organizations with interest in supporting research sign-up

PURPOSE: To invite non-profit organizations interested in partnering with for-profit small businesses to provide information that could be included in a resource for potential applicants to use in the development of their applications for NIH research funds through the NIH Helping to End Addiction Long-term (HEAL) initiative.

DESCRIPTION OF RESPONDENTS: In light of the current public health emergency, NIH staff have received several inquiries from organizations interested in contributing to the solution of the opioid crisis in America.

To assist in this effort and to share information in an open and transparent manner, NIDA will invite and post a list of organizations interested in partnering with research applicants in terms of providing matching funds to support opioid, pain, and addiction related research. Per the Consolidated Appropriations Act of 2018, for-profit applicant organizations must provide a 50% match of all federally awarded dollars (direct costs, as well as facilities and administrative costs) spent on research related to opioid addiction, development of opioid alternatives, pain management and addiction treatment. This mandate may prove challenging, particularly for small business research applicants.

To assist the applicant community, NIDA will post a NIH Guide Notice inviting organizations interested in partnering with research applicants, in terms of providing matching funds, to provide the following information: the name of organization, website URL, and contact information, including the name, phone number, and/or email of a point of contact. Members of the small business research community may then use this information to reach out to interested organizations, as applicable, to form partnerships. The resource is intended to identify organizations interested in contributing to the solution of the opioid crisis in America by partnering with small business applicants and providing matching funds.

TYPE OF COLLECTION: (Check one)

Abstract
 Registration Form

Application
 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.

Name:____ Tracy Waldeck, Ph.D._____

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

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Private Sector	200	1	5/60	17
Totals	200			17

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Private Sector	17	\$45.20*	\$768.40
Totals	17		\$768.40

* Median Pay for Administrative Services Managers per BLS Occupational Handbook (<https://www.bls.gov/ooh/management/administrative-services-managers.htm>)

FEDERAL COST: The estimated annual cost to the Federal government is \$5,495.00

Staff	Grade/Step	**Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Health Science Administrator	13-5	\$109,900	5		\$5,495
Contractor Cost					
Travel					
Other Cost					
TOTAL					\$5,495

** <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/html/DCB.aspx>

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?
 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?

We plan to post a notice to the NIH Guide and will accept all comers who are not-for-profit organizations.

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 – NIH Guide Notice

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

