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:

PURPOSE:

DESCRIPTION OF RESPONDENTS:

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 <u>not</u> raise issues of concern to other federal agencies.

Name:

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

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Totals				

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Totals			

*Cite source per bls.gov if applicable

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

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Contractor Cost					
Travel					
Other Cost					

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?

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

Please make sure that all instruments, instructions, and scripts are submitted with the request.