

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0920-1050)**

**TITLE OF INFORMATION COLLECTION:** 2019 Science Ambassador Regional Training Workshop Satisfaction Survey

**PURPOSE:**

The Centers for Disease Control and Prevention (CDC) seeks to obtain Office of Management and Budget (OMB) approval to collect feedback for the 2019 CDC Science Ambassador regional training workshops held in Atlanta, Georgia (Monday, April 1—Tuesday, April 2, 2019) and Chicago, Illinois (Tuesday, April 9—Wednesday, April 10, 2019).

The CDC Science Ambassador regional training workshops are modeled on the annually-held CDC Science Ambassador Fellowship. The regional training workshops provide a unique opportunity for middle school and high school teachers to interact with a variety of CDC and local public health professionals, including CDC’s Epidemic Intelligence Service officers. The two-day training workshops consist of interactive sessions focused on how to teach public health and how to raise awareness about public health careers among their students.

The goal of this survey is to improve regional training workshop participant experiences and to ensure it is meeting its goals and participant needs. This information collection will be used by CDC Science Ambassador regional training workshop planners to refine the workshops and to improve logistics, communication, and quality of future sessions.

**DESCRIPTION OF RESPONDENTS:**

Respondents to the 2019 Science Ambassador regional training workshop satisfaction survey (Attachment 1, Survey Word document and Attachment 2, Survey Screenshots) will be the 2019 Science Ambassador regional training workshop participants. Participants include Science, Technology, Engineering, and Mathematics (STEM) educational leaders and middle and high school teachers from across the United States.

No personally identifiable information (PII) will be collected; should any respondents provide PII, it will not be retained.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> 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.
4. The results are not intended to be disseminated to the public.

5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: **Kelly L Cordeira, MPH**

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [x] 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
3. If Applicable, has a System or Records Notice been published? [ ] Yes [x] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [x] No

## BURDEN HOURS

The satisfaction survey will be web-based and include 11 questions. Respondents will take approximately 5 minutes to complete the survey through Survey Monkey. This estimate is based on piloting the survey with five CDC staff. For the 2019 Science Ambassador regional training workshops, we are seeking approval to collect feedback from 100 non-federal individuals (i.e., middle school, high school, community college professors, and other educators). Given 100 respondents with a response time of 6 minutes each, the total response burden will be 10 hours. There will be no direct costs to the respondents other than their time to respond to the survey.

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	100	6/10	10 hours
<b>Totals</b>			10 hours

## FEDERAL COST:

The average annualized cost to the Federal Government to collect this information is \$280.98. This estimate is based on the time required for one CDC epidemiologist (GS-13) to supervise and for one CDC Student Worksite Experience Program (SWEP) volunteer intern to design the survey, develop the web-based survey, implement the survey, analyze the data, and develop recommendations for improvement.

Staff or Contractor	Hours	Average Hourly Rate	Cost
Intern survey design, create web-based survey, implementation, analysis, and reporting	40	\$0	\$0.00
FTE Supervisor (GS-13)	6	\$46.83	\$280.98
<b>Totals</b>			\$280.98

## If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

### The selection of your 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

The 2019 participants will be invited to participate in the Science Ambassador regional training workshops Satisfaction Survey. After the Science Ambassador Fellowship regional training workshops have concluded, an invitation email (Attachment 3, Invitation Email) with a link to the survey will be sent to all 2019 Science Ambassador regional training workshops participants who provided an email address. Respondents will be given 2 weeks to respond to the survey. Respondents will have to complete the survey in one sitting as the survey tool does not allow respondents to return to edit or complete the survey. The survey does not track individual responses. A reminder email (Attachment 4, Reminder Email) will be sent twice: one email at the beginning of week 2 and the second email on the day the survey closes.

### 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
  - Other, Explain

2. Will interviewers or facilitators be used? [ ] Yes [x] No