

Mini Supporting Statement A

National Cancer Institute Cohort Consortium Progress Report

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List of Attachments

Attachment 1: Working Group Project Update Questions

Attachment 2: Invitation Email

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

In 2000, the National Cancer Institute launched the NCI Cohort Consortium (<https://epi.grants.cancer.gov/Consortia/cohort.html>), an extramural-intramural partnership geared towards addressing the need for large-scale collaborations to pool the large quantity of data and bio specimens necessary to conduct a wide range of cancer studies. The NCI Cohort Consortium is located within the Epidemiology and Genomics Research Program within the Division of Cancer Control & Population Sciences. The mission of the NCI Cohort Consortium is to foster communication among investigator leading cohort studies of cancer, promote collaborative research projects for topics not easily addressed in a sing study, and identify common challenges in cohort research and search for solutions. Since inception, more than 50 high-quality cohorts, involving more than 7 million people, have been diligently working in the realm of cancer research.

To ensure efficient collaborations and reduce duplicative work, the NCI Cohort Consortium aims to conduct an annual progress report for the working groups and related projects. The in-depth progress reports would provide information that informs how the working groups are operating themselves, what funding they have, what are the current or future deliverables, and whether their aims and goals still align with the purpose of the NCI Cohort Consortiums mission and values. Additionally, it will identify areas where the Steering Committee can support or help improve research activities of the working groups and of the Cohort Consortium in general. Section 410 of the Public Health Service Act (42 USC § 285) authorizes NCI to collect this information which is conduct and support research, training, health information dissemination, and other programs with respect to the cause, diagnosis, prevention, and treatment of cancer, rehabilitation from cancer, and the continuing care of cancer patients and the families of cancer patients.

A.2 Purpose and Use of the Information Collection

The information will be used by the Cohort Consortium Steering Committee, which includes NCI staff, to evaluate the work of the various working groups as well as understand and explore how to handle challenges experienced by the investigators. The information will be summarized, synthesized and used as best practices for ongoing or new consortium working groups and projects. The information will also inform the design and development of NCI resources and ensure that they are appropriate and effective.

The information collected will help NCI better understand the needs of the NCI Cohort Consortium members to ensure informed and responsible program planning. The information will inform how the NCI Cohort Consortium steering committee evaluates working groups. Considering that working groups and/or projects have already been approved, these progress reports will highlight how groups or projects are pooling their data to answer research questions, challenges they are facing, determine whether they are meeting their aims/goals, and identify where efforts are duplicative and opportunities to expand collaborations.

Specifically, the progress reports (**Attachment 1**) will collect information about:

- When and how the working group was formed
- How many cohorts are participating in a working group or project and who they are
- The status of junior investigation involvement
- Current status of working group/project including accomplishments to date
- Funding source information
- Other projects that are building on the current project
- Future plans
- Successes and challenges with the working group or project
- Lessons learned
- Recommendations for how the steering committee could assist the working groups

A report of findings will be shared with the Steering Committee members, the full membership at the annual meeting, and published on the secured member-only consortium web portal for all working groups to review.

The report will also serve as a best practices/lessons learned document.

A.3 Use of Information Technology to Reduce Burden

The collection of the information will be done electronically with the progress report emailed to the individual working group investigators (**Attachment 2**). Progress reports will be conducted with working group leads electronically. This is the most efficient and effective method to collect information that is open-ended and will allow ample allotment of time to complete.

A.4 Efforts to Identify Duplication

No other similar collection of information exists.

A.5 Impact on Small Businesses or Other Small Entities

No small business or other small entities will be surveyed for this project.

A.6 Consequences of Collecting the Information Less Frequently

The information will be collected from individual investigators one time over the course of the next two to three years. This way the collection process is staggered to give newer projects a couple years to work on their projects and perhaps identify some key challenges and opportunities for the consortium.

Should progress reports not be conducted, the NCI Cohort Consortium runs the risk of not being up to date with activities and status of over 40 working groups, projects and potentially over 50 affiliated cohorts. To avoid duplication, evaluate subgroups, and improve the speed and productivity level of these collaborative projects we support, progress reports need to be conducted.

A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This assessment will be implemented in a manner that fully complies with 5 C.F.R. 1320.5.

A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

No efforts have been made to consult with an outside agency.

A.9 Explanation of Any Payment of Gift to Respondents

No payments or gifts will be given to respondents.

A.10 Assurance of Confidentiality Provided to Respondents

All information will be kept private to the extent allowable by law.

A.11 Justification for Sensitive Questions

Personal identifiable information and sensitive questions are not being collected.

A.12 Estimated Annualized Burden Hours

The estimated annualized burden are 17 hours. The total survey respondents are estimated to be 50.

These respondents will take approximately 20 minutes to complete the progress report (Table A.12-1).

A.12-1 Estimated Annualized Burden Hours

Form Name	Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Time Per Response (in hours)	Total Annual Burden Hours
Working Group Progress Report	Research Investigators	50	1	20/60	17
Total		50	50		17

The annualized cost to respondents is \$623.05 (Table A.12-2). The mean hourly wage rate for epidemiologists (occupational code: 19-1041) according to the May 2017 National Occupational Employment and Wage Estimates in the United States (http://www.bls.gov/oes/current/oes_nat.htm) is \$36.65.

A.12-2 Annualized Cost to the Respondents

Category of Respondent	Number of Respondents	Total Annual Burden Hours	Hourly Wage Rate	Respondent Cost
Individuals	50	17	\$36.65	\$623.05
Total				\$623.05

A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no capital costs, operating costs, or maintenance costs to report.

A.14 Annualized Cost to the Federal Government

The annualized cost to the Federal government is estimated to be \$4,081.24 (Table A.14-1). There are no contractor costs.

A.14-1 Total Cost to the Government

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
CRTA Fellow	N/A	\$52,000	3%		\$1,560.00
Public Health Advisor	13/10	\$126,062	2%		\$2,521.24
Contractor Cost					\$0
Travel					\$0
Other Cost					\$0
Total					\$4,081.24

A.15 Explanation for Program Changes or Adjustments

This is a new, mini generic sub-study submission.

A.16 Plans for Tabulation and Publication and Project Time Schedule

The progress reports will be sent out prior to the NCI Cohort Consortium Annual Meeting and collected over a three-month period. Following the collection of responses, analyses and summaries will be conducted. Qualitative techniques will be used to identify and synthesize common themes. Simple descriptive statistics will be used for some of the questions.

- Beginning Dates of Collection: September - December 2018
- End Dates of Collection: December 2018 - February 2019
- Completion of Report: February - July 2019

A.17 Reason(s) Display of OMB Expiration Date is Inappropriate

We are not requesting an exemption to the display of the OMB Expiration date.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

This survey will comply with the requirements in 5 CFR 1320.9.