

Mini Supporting Statement A

Feedback about SPORE Webpage

Information and Instructions

National Cancer Institute (NCI)

Sub-study under,
“A Generic Submission for Formative Research,
Pretesting, and Customer Satisfaction of
NCI’s Communication and Education Resources”

OMB No. 0925-0046

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Attachments

Attachment 1: SPORE Webpage Information and Instructions

Attachment 2: SPORE Feedback Survey

Attachment 3: Webpage Solicitation Email

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The Specialized Program of Research Excellence (SPORE) is a cornerstone of National Cancer Institute's (NCI) efforts to promote collaborative, interdisciplinary translational cancer research. SPORE grants involve both basic and clinical/applied scientists working together and support projects that will result in new and diverse approaches to the prevention, early detection, diagnosis and treatment of human cancers. The Translational Research Program (TRP) is embarking on efforts to adopt a more user-centered design approach to its website with information related to active SPORE grants. This request is to pilot test the SPORE Webpage Information and Instructions (**Attachment 1**). This pilot survey will be used to assess the ease of usability of the SPORE website. The SPORE's grant program has created a website that is used by researchers, clinicians, patients and families, advocates and congressional staffers to inform political and/or budgetary decisions. For this reason, it is imperative that the information provided by the grantee is concise and consistent across all grants that are funded.

The National Cancer Institute Division of Cancer Treatment and Diagnosis is given the legislative authority to collect this information under the "Purpose of Institute" (Section 410 of the Public Health Service Act (42 USC § 285)). This request is consistent with NCI's purpose to conduct and support research, training, and health information dissemination programs.

A.2 Purpose and Use of the Information Collection

The SPORE website (<https://trp.cancer.gov/default.htm>) is used by researchers, clinicians, patients and families, advocates and legislative staff to inform political and/or budgetary decisions. The data collected from the feedback survey (**Attachment 2**) will be used to improve the grantee provided information on the SPORE website so that grantees can easily access resources for collaborative work, legislative staff have structured and concise information for data calls, and patients and caregivers can find information about and grantees conducting research related to a specific type of cancer.

The primary purpose of the pilot is to collect input on the Webpage Information and Instruction's usability. The survey data will be used to fine-tune the appearance of the SPORE instructions, as well as identify any additional information that may be appropriate to add. Information collected will be used to improve the usability of the SPORE programs. This is consistent with the parent generic, "A Generic Submission for Formative Research, Pretesting, and Customer Satisfaction of NCI's Communication and Education Resources" (OMB No. 0925-0046, Expiration Date 7/31/2019). The Generic submission states research questions may include, "How likely is the respondent to use the information in the format provided, and is the content provided in a logical, organized and user-friendly way?" Respondent's input to these questions will be used to revise the instructions and provide clarity, concise, and consistent information regarding the SPORE grantees and their projects.

A.3 Use of Information Technology to Reduce Burden

The respondents will be sent an email requesting they complete and return the information (**Attachment 3**). The SPORE Directors, SPORE Administrators, and/or Administrative Assistants can electronically complete the Webpage Information and email it to NCI. Once the information is returned, NCI will enter the information on-line.

The pilot survey will be administered to the respondent immediately following the submission of the Webpage responses. The respondent will receive an automated email confirming submission and in this email a link to complete the feedback survey (**Attachment 2**) will be included.

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 the individual investigators once a year for the next several years. The information will be collected and updated annually for newly funded and renewal SPORE grantees. Annual collection of this information is required to inform the general public, patient advocates, and the larger scientific community about the currently active SPOREs' projects, cores, and programs (e.g. organ sites, mechanisms, and scientific areas represented by the SPOREs).

Failure to collect this information on a year-to-year basis can affect the accuracy of the information presented to NCI leadership by patient advocates and legislative staff.

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

This survey 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

N/A

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

Personally Identifiable Information (PII) is collected on the Webpage Information and Instructions. These include: full name, position title, institute affiliation, phone number, email, business address, and credentials. There are no sensitive questions asked.

A.12 Estimated Annualized Burden Hours

The respondents will take approximately 60 minutes to complete the SPORE Webpage Information and Instructions, and an additional 3 minutes to complete the survey. The total estimated annualized burden is 315 hours. (Table A.12-1) and the cost to the respondents is estimated to be \$14,603 (Table A.12.2).

A.12-1 Estimated Annualized Burden Hours

Type of Respondent	Number of Respondents	No. of Responses per Respondent	Average Time Per Response (in hours)	Total Annual Burden Hours
Individuals (Instructions)	300	1	1	300
Individuals (Survey)	300	1	3/60	15
Totals	300	300		315

A.12-2 Annualized Cost to the Respondents

Type of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	315	\$46.36	\$14,603.40
Total	315		\$14,603.40

*Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title “Medical Scientists” 19-1042, <https://www.bls.gov/oes/current/oes191042.htm> .

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 \$7,504.85 (Table A.14-1).

A.14-1 Annualized Cost to the Federal Government

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov’t
Federal Oversight					
Program Analyst	13/10	\$128,920.00	2.5%		\$3,223.00
Contractor Cost					\$4,281.85
Travel					\$0
Other Cost					\$0
Total					\$7,504.85

**The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/DCB.pdf>

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

There are no plans for tabulation or publication to a peer reviewed journal. The SPORE Webpage Information will be added to the SPORE website and the survey will be used to improve the instructions.

The results will not be used to make broad, expansive conclusions.

The project time schedule is outlined in Table A.16-1.

Table A.16-1. Proposed Time Schedule

Activity	Estimated Date
Send out SPORE Webpage Email and Webpage Information and Instructions to newly funded and renewal grantees	June 1, 2019
Deadline to receive responses	July 5th, 2019
Responses evaluated and cleaned for visibility on TRP website	August 2nd, 2019
Responses submitted to the DCTD web developer to add to the TRP website	August 16th, 2019
Pilot of webpages sent for review by Program Coordinator	August 23rd, 2019
Final products pushed to production and made available on the TRP website	August 30th, 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.