

# SAMHSA Application for Peer Grant Reviewers

## Supporting Statement

### **A. Justification**

#### 1. Circumstances of Information Collection

The Substance Abuse and Mental Health Services Administration (SAMHSA) is requesting OMB approval for an extension to the Application for Peer Grant Reviewers Form. This collection is approved under OMB No. 0930-0355, which expires on August 31, 2016. Section 501(h) of the Public Health Service (PHS) Act [42 USC 290aa] directs the Administrator of SAMHSA to establish such peer review groups as are needed to carry out the requirements of Title V of the PHS Act. SAMHSA administers a large discretionary grants program under authorization of Title V for organizations to provide prevention and treatment services related to substance abuse and mental health.

SAMHSA efforts to make improvements in the grants process have been shown by the restructuring of discretionary award announcements. In support of those efforts, SAMHSA desires to expand the types of reviewers it uses on these grant review committees. To accomplish that end, SAMHSA has determined that it is important to proactively seek the inclusion of new and qualified representatives on its peer review groups, and accordingly SAMHSA has developed an application form for use by individuals who wish to apply to serve as peer reviewers. SAMHSA has developed an application form (Attachment A) for use by individuals who wish to apply to serve as peer reviewers.

#### 2. Purpose and Use of Information

The application form has been developed to capture the essential information about the individual applicants. Although consideration was given to requesting only a resume from interested individuals, it is essential to have specific information from all applicants about their qualifications; the most consistent method to accomplish this is completion of a standard form by all interested persons, detailing their specific qualifications to be considered as reviewers. SAMHSA will use the information about knowledge, education and experience provided on the applications to identify appropriate peer grant reviewers. Depending on their experience and qualifications, applicants may be invited to serve as either grant reviewers or review group chairpersons.

There are no changes to the form.

### 3. Use of Information Technology

Applicants are offered three ways in which to apply. They may complete an online application available on the SAMHSA website, they may submit an application electronically by e-mail, and they may send hard copy via regular mail. It is expected that approximately 25 per cent of applicants will submit a hard copy application.

### 4. Efforts to Identify Duplication

SAMHSA has no other vehicle for potential grant reviewers to submit information about themselves for consideration in this capacity. There is, therefore, no duplication of information.

### 5. Involvement of Small Entities

Individuals who apply to serve as SAMHSA grant reviewers may be affiliated with small entities. However, the information requested is the minimum needed to identify well-qualified applicants and the burden on applicants will not be significant.

### 6. Consequences If Information Collected Less Frequently

Individuals will have to submit an application only one time, unless they wish to update information previously submitted. Without this application, SAMHSA will not be able to identify and select well-qualified grant reviewers in a consistent, standardized manner.

### 7. Consistency With the Guidelines in 5 CFR 1320.5(d)(2)

This application is fully consistent with 5 CFR 1320.5(d)(2).

### 8. Consultation Outside the Agency

SAMHSA has consulted with representatives of several other Operating Divisions within DHHS (ACF, HRSA, and CDC) to determine their processes for soliciting new

reviewers. The notice required in 5 CFR 1320.8(d) was published in the *Federal Register* on June 22, 2016 (Vol. 81, Page 40714). No comments were received.

9. Payment to Respondents

There will be no payment to respondents for submitting an application. Applicants chosen as SAMHSA grant reviewers will receive standard compensation for their service in that capacity.

10. Assurance of Confidentiality

All information submitted in these reviewer applications will be kept private, in the same manner that personnel applications are handled.

11. Questions of a Sensitive Nature

The items on the application are not considered sensitive.

12. Estimates of Annualized Hour Burden

The following table summarized the estimated annual response burden for this application.

Number of Respondents	Responses/ Respondent	Burden/Response (Hrs.)	Total Burden Hours	Hourly Wage Cost (\$)	Total Wage Cost (\$)
500	1	1.5	750	\$20.00	\$15,000

Several staff in HHS familiar with the review process completed the application. The estimate is that the average time that most individuals will need to complete the application will be between one and two hours, including time to update their resume.

The basis for the hourly wage is determined by the average salary of individuals in locales around the country who would have the type of qualifications needed to serve as peer reviewers. These individuals would be from both large and small cities, metropolitan areas, small towns and rural areas. This hourly wage is based on knowledge of a specific

program that is directed by HHS and FEMA, at the local service provider level.

13. Estimates of Annualized Cost Burden to Respondents

There are no capitol or startup costs and no operation and maintenance of services costs to respondents associated with this application.

14. Estimates of Annualized Cost to the Government

The estimated annual cost to the government for staff to review and process these applications is approximately \$50.00 per hour. The estimated time to review these applications averages about the same amount of time to review a typical standard resume, which would vary between 30 minutes and one hour. Assuming a 45 minute review average for 500 applications, the total annual cost to the government will be approximately \$18,750.

15. Changes in Burden

There is no burden change.

16. Time Schedule. Publication and Analysis Plans

The form will be made publicly available on SAMHSA's web site upon receipt of OMB approval. Applications will be reviewed as received for completeness and appropriateness.

17. Display of Expiration Date

The expiration date will be displayed.

18. Exceptions to Certification Statement

This collection of information involves no exceptions to the Certification for Paperwork Reduction Act Submissions.

**B. Statistical Methods**

This information collection does not involve statistical methods.

List of Attachment

A. Application Form