Request for Approval under the "Generic Clearance for the Collection I-Catalyst Program (OMB Control Number: 0920-1158)

TITLE OF INFORMATION COLLECTION: CDC I-CATALYST PROGRAM - PROJECT **DGHT**

PURPOSE: The CDC I-Catalyst program teaches CDC teams a "customer discovery" process aimed at helping teams with a new solution to identify their customers. This is done by taking a team's main assumptions about who their customer is, the exact problem they are solving for the customer, and how the customer wants to receive or use the solution from the team—and turning those assumptions into hypotheses which the teams will then test (mainly through interviews with potential customers).

Written information products (articles, research protocols, etc.) experience extensive delays during the clearance process within CDC's Division of Global HIV and TB (DGHT), frustrating authors. Delays are frequently due to the absence of items that ensure the scientific work is compliant with the protection of the rights, welfare, and wellbeing of human subjects involved in research conducted or supported by the U.S. Department of Health and Human Services (HHS). Access to relevant training and materials on CDC's scientific policies and procedures will help CDC Science Officers and staff improve the quality of information products being developed and avoid long delays during the clearance process at CDC Headquarters.

DESCRIPTION OF RESPONDENTS: Project team DGHT will focus on CDC Science Officer or PEPFAR grantees and staff working with President's Emergency Plan for AIDS Relief (PEPFAR) funded programs overseas and other staff within DGHT who develop protocols and design data collection projects requiring IRB approval.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form	[ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software	[ ] Small Discussion Group
[ ] Focus Group	**[x] Other: one-on-one informal interviews**

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.

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Team Lead – Vishnu-priya Sneller, (CDC/CGH/DGHT)

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 **[X] No**
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No **[X] N/A**

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

BURDEN HOURS

Type of Respondents	Form Name	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hrs.)	Total Burden (in hrs.)
Science officers, DGHT staff, Grantees in PEPFAR funded countries	Interview Guide	50	1	30/60	25
Total					25