## Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0642 Exp., date: 05/31/2020)

**TITLE OF INFORMATION COLLECTION:**

Participant Feedback on 2018 NIH Common Fund Stimulating Peripheral Activity to Relieve Conditions (SPARC) Research Program Annual Awardee Meeting

**PURPOSE:**

The purpose of this voluntary, confidential survey is to obtain feedback from non-NIH participants on their satisfaction with and perceived usefulness of the science discussed during the meeting. This will aid in improving the delivery of this annual meeting.

**DESCRIPTION OF RESPONDENTS**:

Participants of the 2018 NIH Common Fund SPARC Annual Awardee Meetinginclude scientists who are current recipients of SPARC research awards and SPARC program consultants.

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

[ ] Customer Comment Card/Complaint Form [X ] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group

[ ] Focus Group [ ] 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: Amanda L Greene\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 [ ] No

**Gifts or Payments:**

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

**ESTIMATED BURDEN HOURS and COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category of Respondent** | **No. of Respondents** | **No. of Responses per Respondent** | **Time per**  **Response**  **(in hours)** | **Total Burden**  **Hours** |
| Scientists (non-NIH participants) | 115 | 1 | 5/60 | 10 |
|  |  |  |  |  |
| **Totals** | **115** | 115 |  | **10** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **Total Burden**  **Hours** | **Hourly Wage Rate\*** | **Total Burden Cost** |
| Scientists | 10 | 39.68 | 396.68 |
|  |  |  |  |
| **Totals** | **10** |  | 396.68 |

\* Source: Scientific Research and Development Services mean wage, (<https://www.bls.gov/oes/current/oes191029.htm>)

**FEDERAL COST:** The estimated annual cost to the Federal government is $227.49

\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary** | **% of Effort** | **Fringe (if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
| Personnel from the NIH Office of Strategic Communication | 13 | 104,275 | 0.1% |  | 104.27 |
| Personnel from the NIH Office of Strategic Communication | 14 | 123,223 | 0.1% |  | 123.22 |
| **Contractor Cost** |  |  |  |  | 0 |
|  |  |  |  |  |  |
| Travel |  |  |  |  | 0 |
| Other Cost |  |  |  |  | 0 |
| **Total** |  |  |  |  | 227.49 |

**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? [X] Yes [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

This survey will be sent to all non-NIH participants of the 2018 NIH Common Fund SPARC Annual Awardee Meetingi.e., current SPARC Research awardees and program consultants participating in the meeting.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

[ X] Web-based or other forms of Social Media

[ ] Telephone

[ ] In-person

[ ] Mail

[ ] Other, Explain

1. Will interviewers or facilitators be used? [ ] Yes [X ] No

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

We are conducting a SURVEY.

**The selection of your targeted respondents.**

All non-NIH participants of the 2017 NIH Common Fund SPARC Annual Awardee meeting held on February 28 – March 2, 2017 will be invited to respond to this survey. (See attached email invitation.)

**Administration of the Instrument:**

The survey will be administered online using Survey Monkey (see attached survey)

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

Attachments:

* Survey
* Email invitation to potential survey respondents

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