## Request for Approval under the

## “Generic Clearance for the Collection of Routine Customer Feedback”

## (OMB#: 0925-0642, Expiration Date: 05/31/2020)

**TITLE OF INFORMATION COLLECTION: The National Cancer Institute (NCI) Child Care Needs Survey**

**PURPOSE:**

Customer feedback is needed to assess the child care needs of National Cancer Institute (NCI) staff, fellows, and contractors at the Frederick and the Shady Grove locations. Currently, neither location has a dedicated child care facility. A survey and listening sessions will provide insights into customer’s perceptions, experiences, and expectations. The feedback from the survey and listening sessions will contribute to improving or maintained the child care availability near the NCI campuses. The listening sessions will be one hour long and be facilitated. The questions to guide the discussion are attached. These sessions are designed to gather input from the NCI community on what current challenges exist around childcare and what the community needs from a childcare center.

**DESCRIPTION OF RESPONDENTS**:

The respondents of the survey and listening sessions would include current NCI employees, contract employees, and fellows and trainees.

**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: Customer Feedback Survey

**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:\_Melissa Porter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 |
| Individuals – childcare study survey | 6,000 | 1 | 10/60 | 1,000 |
| Individuals – listening session | 200 | 1 | 60/60 | 200 |
| **Totals** | **6,200** | **6,200** |  | **1,200** |

|  |  |  |  |
| --- | --- | --- | --- |
| Category of Respondent | Total Burden  Hours | Hourly Wage Rate\* | Total Burden Cost |
| Individuals | 1,200 | $45.64 | $54,768.00 |
| **Total** |  |  | **$54,768.00** |

\*Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title “Medical Scientists” 19-1040, [https://www.bls.gov/oes/2017/May/oes\_nat.htm#00-0000](https://www.bls.gov/oes/2017/May/oes_nat.htm" \l "00-0000).

**FEDERAL COST:** The estimated annual cost to the Federal government is $ **4,722.11**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary\*\*** | **% of Effort** | **Fringe**  **(if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
| Administrative Manager | 14-8 | $141,328.00 | 2% |  | $2,826.56 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Contractor Cost** |  |  |  |  | $0 |
| Project Lead | Fixed fee contract | $37,911.00 | 5% |  | $1895.55 |
| Travel |  |  |  |  | $0 |
| Other Cost |  |  |  |  | $0 |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | **$4,722.11** |

\*\*The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/html/DCB.aspx>

**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**

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

An email will be sent to all the NCI staff, fellows, and contractors at the Frederick and Shady Grove locations via a listerv that includes a link to the survey. The email will be sent out a couple of times encouraging staff to give input via the survey.

**Administration of the Instrument**

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

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

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