

# Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0651-0080)

**TITLE OF INFORMATION COLLECTION:** G284: CPM and BM Speaker Interest Forms

**PURPOSE:** This form is for external USPTO stakeholders interested in speaking at customer partnership events and business methods events.

**DESCRIPTION OF RESPONDENTS:** Respondents will be USPTO stakeholders with interest in speaking at customer partnership events or business methods events.

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

- |   |  |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form         | <input type="checkbox"/> Customer Satisfaction Survey            |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                  | <input checked="" type="checkbox"/> Other: Speaker Interest Form |

## 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.

Business Unit: Office of the Deputy Commissioner for Patent Operations

To assist review, please provide answers to the following question:

### Personally Identifiable Information:

1. Is personally identifiable information (PII) collected?  Yes  No
  - 1a. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
2. If applicable, has a System of Records Notice been published?  Yes  No  N/A

COMMERCE/PAT-TM-19 Dissemination Events and Registrations

### Gifts or Payments:

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

## BURDEN HOURS

Name of Instrument	No. of Respondents	Participation Time	Burden
Customer Partnership Meeting Speaker Interest Form	50	3 minutes	2.5 hours
Business Methods Speaker Interest Form	25	3 minutes	1.25
<b>Totals</b>	75	---	3.75 hours

The USPTO estimates that 100% of the speaker interest forms will be conducted online.

**FEDERAL COST:** The estimated annual cost to the Federal government is average hourly rate of \$71.47 per hour + 30% (\$21.41) = \$91.61 for a GS-15 step 3 for a total of 2 hours = **\$183.22.**

**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?  
[ ] Yes [X] 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?

Potential respondents will fill out the form if they have interest in speaking at the respective events.

### Administration of the Instrument

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain: live poll software
2. Will interviewers or facilitators be used? [ ] Yes [X] No