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

TITLE OF INFORMATION COLLECTION: G288- STEPP and VILT Interest Forms (2018)

PURPOSE: The Stakeholder Training on Examination Practice and Procedure (STEPP) and Virtual Instructor-Led Training (VILT) Programs are designed to provide external stakeholders with a better understanding of how and why an examiner makes decisions while examining a patent application. The goal of the programs is to increase examination procedure transparency, provide perspective on what examiners consider when preparing an office action, and aid in compact prosecution by explaining to external stakeholders how examiners use the Manual of Patent Examining Practice to interpret an applicant's disclosure. The interest forms allow the United States Patent and Trademark Office (USPTO) to gauge the interest from potential course attendees in a given course and to determine the successes/shortcomings of an offered course following a stakeholder's completion of the class.

DESCRIPTION OF RESPONDENTS:

Respondents will be external stakeholders and/or other interested parties from outside the agency who wish to participate and/or have participated in a course offered by the USPTO through the STEPP and VILT programs.

TYPE OF COLLECTION: (Check one or multiple)

- [] Customer Comment Card/Complaint Form
- [] Usability Testing (e.g., Website or Software
- [] Focus Group

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 <u>is</u> non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
- 4. The results are <u>not</u> intended to be disseminated to the public.
- 5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: _____/Edward Landrum/

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

Personally Identifiable Information:

- 1. Is personally identifiable information (PII) collected? [X] Yes [] No
 - 1a. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [X] Yes [] No

[] Customer Satisfaction Survey

- [] Small Discussion Group
- [X] Other: Customer Interest Form

2. If applicable, has a System of Records Notice been published? [X] Yes [] No SORN COMMERCE/PAT-TM-19 "Dissemination Events and Registration"

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of	Participation	Burden
	Respondents	Time	
STEPP Interest Form	10,000	3 minutes	500 hrs
VILT Interest Form	10,000	3 minutes	500 hrs
Totals	20,000		1,000 hrs

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

FEDERAL COST: The estimated annual cost to the Federal government is the average hourly rate of \$28.64 per hour for a GS-7 step 10 + \$8.59 (30%), for a fully-loaded hourly rate of \$37.23 * 100 hours, which totals **\$3,723.00** for this information collection.

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?

 [] 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 for the interest forms will be based on the users who visit the STEPP and VILT websites. Any interested party will be able to complete the interest forms through those websites. Selection of respondents to take part in the course will be based on the level of intellectual property experience required to complete the course. The numbers provided above are based on the number of people we anticipate taking part in the course.

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:

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