

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB#: 0925-0648, Exp. Date: 05/31/2021)**

---

**TITLE OF INFORMATION COLLECTION:**

ORS SR Maximizing Value 3MoPost

**PURPOSE:**

To measure the effectiveness of a slide presentation to NIH Intramural Research Scientists and related groups in raising awareness of the services and resources of NIH Office of Research Services Scientific Resources Divisions and Medical Arts Branch.

**DESCRIPTION OF RESPONDENTS:**

NIH Intramural Research Scientists and related groups

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

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" 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 type="checkbox"/> 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: Keith Cogdill, PhD, Director, Division of Library Services, Office of Research Services  
Address: Bldg. 10, 1L25F, MSC 1150, Bethesda, MD 20892-1150  
Telephone Number: (301) 827-3792

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  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/Households	1,200	1	5/60	100
<b>Totals</b>		<b>1,200</b>		<b>100</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals/Households	100	\$50	\$5,000
<b>Totals</b>			<b>\$5,000</b>

\*[https://www.bls.gov/oes/2018/May/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/2018/May/oes_nat.htm#00-0000).

**FEDERAL COST:** The estimated annual cost to the Federal government is **\$19,651**.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Director, DLS	15/7	161,796	5		\$8,090
Evaluation Expert	13/5	109,903	5		\$5,495
<b>Contractor Cost</b>		121,322	5		\$6,066
Travel					
Other Cost					
<b>Total</b>					<b>\$19,651</b>

\*\*<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/general-schedule/>

**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?

We will recruit Laboratories for participation in the piloting of the presentation, and evaluate via a pre-presentation survey, a presentation evaluation survey, and a post-presentation survey, 3 months out. The data collected will be analyzed quantitatively, using statistical software, and qualitatively.

**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

2. Will interviewers or facilitators be used?  Yes  No

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

**END OF SURVEY**