

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0668 Exp., date: 04/2022)**

**TITLE OF INFORMATION COLLECTION:** NIAID Funding News Satisfaction Survey

**PURPOSE:** To gain better knowledge of satisfaction, needs, and preferences of *NIAID Funding News* readers. Our most recent direct insight was a focus group in 2013. The results of this survey will directly influence how we choose topics, write articles, and distribute content to users going forward.

Our office is in NIAID’s Division of Extramural Activities (DEA). DEA serves NIAID and its extramural research community through policy oversight, peer review, and management of grants and contracts. Our office, through the newsletter, discusses policies, procedures, and resources so that DEA staff can conduct business correctly and efficiently.

**DESCRIPTION OF RESPONDENTS:** The *NIAID Funding News* listserv is slightly more than 100,000 individuals. Our audience includes principal investigators, researchers, and business officials. Subscribing to the newsletter is not exclusive; anyone with an email address can sign up.

**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: Sheryl Modlin

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	12,000	1	15/60	3,000
<b>Totals</b>		12,000		<b>3,000</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	3,000	\$24.98	\$74,940
<b>Totals</b>			<b>\$74,940</b>

\*Cite source per bls.gov if applicable

**FEDERAL COST:** The estimated annual cost to the Federal government is \$615

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Lead Extramural Communications Specialist	14/5	\$129,869	0.25		\$325
<b>Contractor Cost</b>		\$63,732	0.5		\$319
Travel					
Other Cost					
<b>Total</b>					<b>\$644</b>

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/DCB.pdf>

**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       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?

Our newsletter's listserv will create the universe of potential respondents, about 100,000 email addresses. Our sampling plan is to email the entire universe (one message to the listserv) and the sample will be made up of those who self-select by opening the email and taking the survey. Based on analytics for this listserv over the past five years, anticipate a response rate of 12 percent, (12,000 individuals).

**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.**