

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB#: 0925-0642, Expiration Date:05/2020)**

TITLE OF INFORMATION COLLECTION:

Cancer Prevention Fellowship Program (CPFP) Fellows by Fellows Annual Survey

PURPOSE:

The purpose of the CPFP Fellows by Fellows Annual Survey is to collect information from new and returning Fellows regarding their satisfaction with previous training (if applicable), their interest in future training opportunities, and to help in identifying areas for future improvement in the 2018-19 Fellowship year. One survey is sent to First Year Fellows and asks about their interest in future training opportunities, the other survey is sent to Senior Fellows (in the CPFP program for at least one year on-site at NCI) and asks about their satisfaction with previous CPFP programming and interest in future training opportunities. All Fellows will receive only one survey and this submission will include the 2018/19 and 2019/2020 Fellowship years.

DESCRIPTION OF RESPONDENTS:

Respondents to the survey will be Cancer Prevention Fellows (CPFs). CPFs are postdoctoral fellows at the National Cancer Institute as part of the CPF program. The CPF program is a postdoctoral research fellowship program in cancer prevention and control housed within the Division of Cancer Prevention. Senior Fellows are CPFs in their 2nd through 4th year of the program, and First Year Fellows are in their 1st year of the program.

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: Hala Azzam

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 | Survey Name | No. of Respondents | No. of Responses per Respondent | Time per Response (in hours) | Total Burden Hours |
|------------------------|--------------------------------------|--------------------|---------------------------------|------------------------------|--------------------|
| Individuals | CPF Survey 2018 – First Year Fellows | 30 | 1 | 25/60 | 13 |
| Individuals | CPF Survey 2018 – Senior Fellows | 70 | 1 | 30/60 | 35 |
| Totals | | 100 | 100 | | 48 |

| Category of Respondent | Survey Name | Total Burden Hours | Wage Rate* | Total Burden Cost |
|------------------------|--------------------------------------|--------------------|------------|-------------------|
| Individuals | CPF Survey 2018 – First Year Fellows | 13 | \$40.01 | \$520.13 |
| Individuals | CPF Survey 2018 – Senior Fellows | 35 | \$40.01 | \$1,400.35 |
| Totals | | 48 | | \$1920.48 |

*Median hourly wage for Social Scientists and Related Workers, All Others (19-3099); https://www.bls.gov/oes/2017/May/oes_nat.htm#19-0000

FEDERAL COST: The estimated annual cost to the Federal government is \$1,812.34_

| Staff | Grade/Step | Salary** | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|--------------------------|------------|-----------|-------------|------------------------|---------------------|
| Federal Oversight | | | | | |
| Program Director | 15/5 | \$152,760 | 0.5% | | \$763.80 |
| Contractor Cost | | | | | \$0 |
| | | | | | |
| Travel | | | | | |
| Other Cost | | | | | |
| 2 Fellows | | | | | \$1,048.54 |

| | | | | | |
|--------------|--|--|--|--|-------------------|
| Total | | | | | \$1,812.34 |
|--------------|--|--|--|--|-------------------|

** <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/DCB.pdf>

Note. There is minimal cost to the Federal Government as the survey is distributed, administered, and analyzed by two postdoctoral research fellows who are not full-time government employees.

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?

The CPFP office maintains a record (names and email addresses) of all current CPFs, and this list provides us with information on all our potential respondents. We plan to sample all of the potential respondents (CPF's).

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.