Request for Approval under the "Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery"
(OMB#: 0925-0642 Exp Date: 05/2020)

TITLE OF INFORMATION COLLECTION: 2018 Brain Research through Advancing Innovative Neurotechnologies (BRAIN) Investigators Meeting Post-Conference Feedback Survey

PURPOSE: The purpose of this survey is to receive feedback from the attendees of the 2018 BRAIN Investigators meeting regarding their overall satisfaction with the meeting (e.g. topics covered, presentation quality, organization of the meeting, etc.). These survey results will be used to inform planning of future (2019) BRAIN PI meeting.

DESCRIPTION OF RESPONDENTS: Respondents are meeting registrants including NIH-, NSF-, DARPA-, and IARPA- funded investigators and associated scientific staff (e.g., postdocs) from academic and private institutions around country who attended the NIH sponsored 2018 BRAIN Initiative Investigators Meeting on April 9-11th, 2018 in North Bethesda, MD. Respondents also include federal staff (NIH, NSF, DARPA, IARP), BRAIN Initiative related investigators who do not receive federal funding (e.g., Allen Institute, HHMI/Janelia, Human Brain Project), the media, members of congress, patient/advocacy groups, and members of the public.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group
[ ] Focus Group   [ ] 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 <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.

Name: Sophia Jeon, Ph.D. Health Science Policy Analyst, NINDS OSPP

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	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals	1100	1	5/60	92
Totals	**1100**	**1100**		**92**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individuals	92	$36.13	$3323.96
Totals	**92**		$3323.96

*Hourly wage rates for 19-1029 Biologic Scientist is $36.13 (based on http://www.bls.gov/oes/current/oes191029.htm).

FEDERAL COST: The estimated annual cost to the Federal government is **$773.64**.
A Health Program Specialist (GS-14, step2) will be conducting the survey, including creating survey text, administering and collecting/compiling the results. This will take 8.0 hours. The survey platform (survey monkey, https://www.surveymonkey.com).

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
NINDS staff 1	14/2	$118,410	0.4%		$473.64
Contractor Cost					
Travel					
Other Cost					
Annual fee for Surveymonkey					$300.00
Total					**$773.64**

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 have the complete list of registrants to the 2018 BRAIN Investigators meeting held on April 9-11, which is anticipated to reach 1100. This list will be complied by April 20th, 2018. We do not plan to sample this population, but rather send the survey to the entire list of attendees.

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

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

> Free Survey Website: Survey Monkey www.surveymonkey.com

> Instrument is attached as separate Word document