

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0642, Expiration Date: 05/31/2020)

TITLE OF INFORMATION COLLECTION

NCI CFPF Summer Curriculum Focus Group Survey

PURPOSE: The purpose of the Division of Cancer Prevention’s Cancer Prevention Fellowship Program (CPFP) *NCI Summer Curriculum Focus Group Survey* is to provide in-depth insight into existing or new activities and assess whether the course objectives were met to better inform the design of the following year’s NCI Summer Curriculum. All Cancer Prevention Fellows are required to attend the National Cancer Institute (NCI) Summer Curriculum during their first full summer at NCI. The Summer Curriculum is also open to the general scientific community worldwide.

There will be a total of six focus groups, consisting of up to 12 individuals each. The six focus groups will be stratified into Low/Middle Income Countries (LMIC), High Income Countries (HIC) and domestic participants, for each of the main courses (The Principles and Practice of Cancer Prevention and Control course and the Molecular Prevention course).

DESCRIPTION OF RESPONDENTS:

The respondents to the survey will include general scientific community worldwide (both Federal and non-Federal employees) as well as Cancer Prevention Fellows (postdoctoral fellows).

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input checked="" 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 [] N/A
3. If Applicable, has a System or Records Notice been published? [] Yes [] No [] N/A

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 | 72 | 1 | 1 | 72 |
| Totals | | 72 | | 72 |

| Category of Respondent | Total Burden Hours | Wage Rate* | Total Burden Cost |
|------------------------|--------------------|------------|-------------------|
| Individuals | 72 | \$40.01 | \$2880.72 |
| Totals | 72 | | \$2880.72 |

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

FEDERAL COST: The estimated annual cost to the Federal government is \$2,260.62.

| Staff | Grade/Step | Salary** | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|--------------------------|------------|-----------|-------------|------------------------|---------------------|
| Federal Oversight | | | | | |
| Program lead | 13/10 | \$126,062 | 1% | | \$1,260.62 |
| Contractor Cost | | | | | 0 |
| Travel | | | | | 0 |
| Other Cost | | | | | |
| Summer Intern | | | | | \$1,000 |
| Total | | | | | \$2,260.62 |

**<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/html/DCB.aspx>

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?

Participants are typically organized in 12 groups for many of the course activities. We use these existing groups to randomly select participants by choosing the first participant from a Low/Middle Income Country and the first participant from a High Income Country and the first participant from a domestic country. If that participant declines to participate in the focus group, the next name on that list will be selected. All CPF P fellows are offered the opportunity to participate in the focus group. All participation is voluntary.

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
[X] Other, Explain: Hard copy of the focus group discussion guideline
2. Will interviewers or facilitators be used? [X] Yes [] No

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