

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:

Grants and Grantsmanship Workshop Survey

PURPOSE:

The Grants and Grantsmanship Workshop is a joint effort between the Division of Cancer Prevention (DCP) and the Division of Cancer Epidemiology and Genetics (DCEG) for fellows to gain training in writing a competitive grant and to learn about the grant process. This training occurs annually. This survey will be administered at the 2018 workshop and the 2019 workshop to the attending fellows. The attending fellows will be different participants from year to year.

The purpose of this survey is to have Fellows assess the facilitators of this training. The information is collected to identify areas of improvement, determine future planning and to garner feedback of the facilitator. DCP and DCEG staff will use the data collected to strategically plan subsequent Fellow’s curriculum.

DESCRIPTION OF RESPONDENTS:

Respondents will be postdoctoral research fellows in the DCP/Cancer Prevention Fellowship Program (CPFP) and DCEG Fellowship programs at the National Cancer Institute.

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: Ann Maxson

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	100	1	20/60	33
Totals	100	100		33

*It is estimated there will be 50 different participants per Grants and Grantsmanship Workshops. This survey will be administered in the 2018 and the 2019 workshops.

Category of Respondent	Total Burden Hours	Wage Rate**	Total Burden Cost
Individuals	33	\$40.01	\$1320.33
Total			\$1320.33

**Mean 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 \$763.80.

There is minimal cost to the Federal Government as the survey is distributed, administered, and analyzed by a Program Director.

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					\$0
Other Cost					\$0
Total					\$763.80

*** <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?

The divisions of DCP and DCEG maintains names and email addresses of all current fellows, and this list provides us with information on all our potential respondents. The plan is to sample all of the potential fellows.

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.