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: Research Tested Intervention Programs (RTIPs) Website Usability Testing

PURPOSE: The goal of the information collection is to modify the content or appearance of the RTIPS website and navigation to the website's sections, as well as identify any additional information or features that may be appropriate to add. . Specifically, we aim to obtain customer input on the navigation capacity, content acceptability, and usability of the revised site. Information will be collected using a video conferencing service with screen sharing capability of the site's mockup wireframes. Informed consent will be requested from the participants prior to the recorded usability test. All participants will be able to print or receive a written copy of the consent. The government will gain the ability to improve the dissemination of evidence-based interventions to cancer control planners, researchers, consumers, and others through the results of this project.

DESCRIPTION OF RESPONDENTS: The respondents are cancer control and prevention practitioners who identify existing evidence-based interventions, select interventions to implement in their organization, and/or implement interventions in their organization.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form	[ ] Customer Satisfaction Survey
[X] 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 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: Cynthia Vinson

To assist review, please provide answers to the following question:
Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [X] Yes [ ] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [X] Yes [ ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [X] 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 - Practitioners	20	1	1	20
Totals		**20**		**20**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals - Practitioners	20	$33.39	$667.80
Totals			**$667.80**

*****The hourly wage rates were derived from the median wage rate of $33.39, based on current salary data for masters level health public health researchers obtained from the Bureau of Labor Statistics website, https://www.bls.gov/ooh/life-physical-and-social-science/epidemiologists.htm occupation title epidemiologists; occupation code 19-1041.

FEDERAL COST: The estimated annual cost to the Federal government is $27,954.20.

Staff	**Grade/Step**	**Salary****	**% of Effort**	**Fringe (if applicable)**	**Total Cost to Gov't**
Federal Oversight					
Senior Advisor	15/9	$166,500	1%		$1,665.00
Public Health Advisor	13/10	$128,920	1%		$1,289.20
Contractor Cost					$25,000.00
Travel					$0
Other Cost					$0
Total					**$27,954.20**

**The salary in the table above is cited from https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/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
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).

More than half of the participants interviewed in the preceeding study, "Formative assessment to inform the redesign of the Research Tested Intervention Programs (RTIPS) website," were asked by the interviewer if our team may contact them again to usability test the changes to the site that would be made based on the feedback gathered from those formative interviews. We will send an email invitation to those 10 targeted respondents, with an expected 2 practitioners who will be available for usability testing. In addition, a recruitment email blast will be sent to a random selection of 210 Cancer Control P.L.A.N.E.T. Listserv subscribers with an expected 21 responses (10% response rate). Including practitioners from the preceding study and the listserv, 23 practitioners will be contacted to schedule a usability test with the anticipation that 3 practitioners will drop off—totaling 20 practitioner usability tests.

Administration of the Instrument
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

Will interviewers or facilitators be used? [X] Yes [ ] No

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