

**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:

Cancer Prevention Fellowship Program (CPFP) Summer Training Strategy Focus Groups

PURPOSE:

The purpose of this information collection is to gather input and feedback from current fellows to improve service delivery across the scope of CPFP’s summer training programs, including (1) CPFP New Fellow Orientation, (2) NCI Summer Curriculum in Cancer Prevention and Control, and (3) ad hoc trainings to fill skill gaps of new fellows.

Three focus groups, consisting of approximately 6 fellows each, will be asked to provide thoughts and ideas for improving the summer training programs stated in the previous paragraph. Their comments will be used to update design, content, and delivery of these training experiences.

DESCRIPTION OF RESPONDENTS:

Respondents will be current Cancer Prevention Fellows (CPF), postdoctoral research fellows within the Division of Cancer Prevention at the NCI.

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: Lisa Signorello

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, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [] Yes [] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?

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 COST

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals	18	1	90/60	27
Totals		18		27

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual	27	\$24.98	\$674.46
Totals	27		\$674.46

* Averaged mean hourly wage rate for respondents based on BLS National Occupational Employment and Wage Estimates for All Occupations (occupation code 00-0000), https://www.bls.gov/oes/current/oes_nat.htm#29-0000.

FEDERAL COST: The estimated annual cost to the Federal government is \$1801.52.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Program Director	15/7	\$170,800	.01%		\$170.80
Contractor Cost					\$1630.72
Travel					\$0
Other Cost					\$0
Total					\$1801.52

**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

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 CPFEP office maintains 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 the eligible respondents (CPFs).

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
- Web-based or other forms of Social Media
 - In-person
 - Telephone
 - Mail
 - Other, Explain

2. Will interviewers or facilitators be used? Yes No