

**Request for Approval under the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)”**

**(OMB#: 0925-0740 Exp Date: 07/2022)**

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**TITLE OF INFORMATION COLLECTION:** NIH Blueprint Enhancing Neuroscience Diversity through Undergraduate Research Education Experiences (ENDURE) 9th Annual Meeting

**PURPOSE:** The purpose of this information collection is to collect general registrant information (e.g., name, institution, and contact information) and abstract submissions (optional) from the 9<sup>th</sup> Annual ENDURE attendees. Meeting attendees have the option to submit posters of their summer research experiences.

**DESCRIPTION OF RESPONDENTS:** Respondents are meeting registrants including the National Institutes of Health (NIH) staff and 125 neuroscience trainees participating in graduate programs across the country who will attend the NIH-sponsored 9<sup>th</sup> Annual ENDURE meeting (Hyatt Regency McCormick Place) in Chicago, Illinois. The online registration form is similar for all meeting attendees and will automatically display additional questions regarding ENDURE Institution affiliation via a pull-down. All meeting undergraduate attendees have the option of submitting a poster/abstract (<400 words)

**TYPE OF COLLECTION:** (Check one)

Abstract  Application  
 Registration Form  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.

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  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

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

Amount: \_\_\_\_\_

Explanation for incentive: (include number of visits, etc.)

**ESTIMATED BURDEN HOURS and COSTS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individual/households (includes potential poster abstract submitters)	150	2	20/60	100
<b>Totals</b>		300		<b>100</b>

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual	100	\$40.19	\$4019.00
<b>Totals</b>			<b>\$4019.00</b>

\*Mean hourly wage rates for 19-1029 Biological Scientists is \$40.19 (based on <http://www.bls.gov/oes/current/oes191029.htm>).

**FEDERAL COST:** The estimated annual cost to the Federal government is \$16,170.12

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight:</b>					
Health Science Policy Analyst	12/1	\$83,398.47	15%		\$12,509.77
<b>Contractor Cost (optional):</b>					
Contractor 1		\$12,313.00	15%		\$1,846.95
Contractor 2		\$6,044.67	30%		\$1,813.40
Travel (optional)					
Other Cost (optional)					
<b>Total</b>					<b>\$16,170.12</b>

### The selection of 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

We are expecting about 150 participants at this meeting, including the federal staff and the program trainees and investigators. Federal staff who will attend this meeting are comprised of federal employees and/or contractors who support the NIH Blueprint ENDURE program. Majority of the participants/potential respondents are undergraduate trainees supported by the NIH Blueprint ENDURE program, and their principal investigators and neuroscience training directors – NIH already has an existing list of these people as they are ENDURE program grantees.

As issued, the RFA ([RFA-NS-19-007](#)) cites “it is a goal of this initiative that the NIH Blueprint Institutes will convene an annual meeting that will bring together BP-ENDURE

program directors and participating students.” Therefore, this meeting is essential to meeting the goal of this Initiative. For additional questions, please send a request to Michelle Jones-London ([jonesmiche@ninds.nih.gov](mailto:jonesmiche@ninds.nih.gov)).

**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
- Survey form
- Chart Abstraction
- Other, Explain

2. Will interviewers, facilitators, or research coordinators be used?  Yes  No