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

## (OMB#: 0925-0740 Exp Date: 07/31/2022)

**TITLE OF INFORMATION COLLECTION:**

The 8th Annual Global Cancer Research Symposium

**PURPOSE:**

The Global Cancer Research Symposium is a pre-conference satellite meeting alongside the Annual [Consortium of Universities for Global Health](https://www.cugh.org) (CUGH) Global Health Conference. This Symposium is convened by the NCI-Designated Cancer Centers, the Center for Global Health at the National Cancer Institute (NCI/CGH), and other partners in global cancer research. The Symposium aims to convene individuals working in global oncology in a working meeting environment to discuss trends in global cancer research and control, and to map out collaborative efforts to move the field forward.

The 2020 Symposium will take place in Washington, D.C., in collaboration with the Georgetown Lombardi Comprehensive Cancer Center, the Sidney Kimmel Comprehensive Cancer Center at Johns Hopkins University, and the University of Maryland Marlene and Stewart Greenebaum Comprehensive Cancer Center. This year’s Symposium provides an opportunity for Cancer Centers and partners in global oncology to discuss the findings and develop an action plan to operationalize the summary report of the 2018-2019 Global Oncology Survey of NCI-Designated Cancer Centers. This report highlights global oncology research and training programs at NCI-Designated Cancer Centers and more than 600 non-NIH-funded global oncology projects with international collaborators in 110 countries.

**DESCRIPTION OF RESPONDENTS**:

NIH Scientists, NIH-funded Researchers, PIs, NCI Designated Cancer Centers, academic institutions, students, and researchers from low- and middle-income countries.

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

[X] Abstract [ ] Application

[X] Registration Form [X ] Other: \_\_Satisfaction Survey\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: Kalina Duncan

**To assist review, please provide answers to the following question:**

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [X] Yes [ ] No **(only for registration and abstract, not for survey)**
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

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?

[] Yes [X] No

On the second page of the Call for Abstracts there is an “option” to apply for a travel award. This award will be“competitively awarded to authors of outstanding abstracts from low- and middle-income countries (as defined by the World Bank for 2018), who have submitted a statement of need for financial support.” There are stipulations for receiving a travel award and there are no guarantees as there is a limited amount of money set aside. Approximately 3-5 people will receive this award of the 50 people who will submit abstacts.

**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 (Registration) | 300 | 1 |  10/60 | 50 |
| Individuals (Survey) | 150 | 1 | 10/60 |  25 |
| Individuals (Abstract) | 50 | 1 |  20/60 | 17 |
| **Totals** |  | **500** |  |  **92** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **Total Burden Hours** | **Hourly Wage Rate\*** | **Total Burden Cost** |
| Individuals | 92 | $45.64 | $4,198.88 |
| **Total** |  |  | **$4,198.88** |

\*Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title “Medical Scientists” 19-1040, <https://www.bls.gov/oes/2017/May/oes_nat.htm#00-0000>.

**FEDERAL COST:** The estimated annual cost to the Federal government is **$71,530.40**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary\*\*** | **% of Effort** | **Fringe** **(if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
|  Program Director | 14/4 | $115,304 | 10% |  | $11,530.40 |
| **Contractor Cost** |  | $100,000 | 10% |  | $10,000 |
| Travel |  |  |  |  | $25,000 |
| Other Cost (Venue, AV) |  |  |  |  | $25,000 |
| **Total** |  |  |  |  | **$71,530.40** |

\*\*The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/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**

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?

For registration/abstracts: This meeting is advertised through NIH/NCI Center for Global Health listservs, social media, and scientific steering committee members.

For survey: The customer satisfaction survey will be sent to only those who registered for the meeting.

**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? [ ] Yes [X] No