

**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](#) (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)

Abstract
 Registration Form

Application
 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? 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? Yes No

Gifts or Payments:

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

Yes 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 abstracts.

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?

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)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

Will interviewers or facilitators be used? Yes No