

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB#: 0925-0648 Exp Date: 03/2018)**

TITLE OF INFORMATION COLLECTION:

NIH Office of Intramural Training & Education (OITE) – Career Symposium Feedback

PURPOSE:

The NIH Career Symposium aims to highlight the diversity of career choices available to biomedical researchers. Participants are exposed to a series of panels and workshops focused on careers in academics, industry, government, patents / technology transfer, policy, and communications. A series of Skill Blitzes designed to share tools and resources critical for a job search are presented near the close the Career Symposium. The OITE wishes to collect feedback from participants to ensure the information being presented meets the needs of the trainee / student populations.

DESCRIPTION OF RESPONDENTS:

Participants of the Career Symposium are postdoctorates, clinical / research fellows, and graduate students that are considering the next phase of their career development. Registration is open to NIH trainees and the general public.

NIH trainees are individuals that receive support for career development from NIH in one or more of the following areas: research support, stipend, health insurance, and/or tuition.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input 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.

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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
3. If Applicable, has a System or Records Notice been published? Yes 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

The Hourly Wage Rate was estimated based on the NIH Trainee Stipend Tables and distribution of the trainee type participating in the OITE events. Details about the NIH Trainee Stipend tables may be found at: <https://oma1.od.nih.gov/manualchapters/person/2300-320-7/>.

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individual (NIH Trainees)	800	1	5 / 60	67
Individual (General Public)	675	1	5 / 60	57
Totals	1,475	1,475		124

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individual (NIH Trainees)	67	\$25.00	\$1,675.00
Individual (General Public)	57	\$25.00	\$1,425.00
Totals	124		\$3,100.00

The NIH Federal Employee and Contractor Salaries were estimated based on the locality pay for the DC-MD-VA-WV-PA salary table:
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2016/DCB.pdf>.

FEDERAL COST: The estimated annual cost to the Federal government is \$289.00.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Director, OPS	G14-S05	\$123,406.00	0.10%	~	\$124.00
Deputy Director, OITE	Title 42	\$165,000.00	0.10%	~	\$165.00
Contractor Cost					
~	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total Cost	~	~	~	~	\$289.00

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 OITE will ask all participants of the Career Symposium to complete the feedback form.

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

Other, Explain

2. Will interviewers or facilitators be used? Yes No