

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

TITLE OF INFORMATION COLLECTION:

NIH Office of Intramural Training & Education (OITE) – General Feedback Forms

PURPOSE:

The OITE provides several services to the NIH trainees (summer interns, postbaccalaureates, graduate students, postdoctorates, clinical fellows, and research fellows) and NIH staff (staff scientists and staff clinicians). In order to best serve these communities and make improvements of services, the OITE wishes to collect feedback from participants in the OITE events:

- Communication Workshops
- Postbaccalaureate Workshops
- Summer Workshops
- Career Development Programs
- Leadership, mentoring, and other personal development programs
- Major Annual Events Organized by OITE
- OITE Orientations

DESCRIPTION OF RESPONDENTS:

The NIH/OITE requests feedback from participants of the following NIH training programs:

- Summer Internship Program (SIP) – NIH Trainees Only
- Postbaccalaureate Training Program (PBT) – NIH trainees who participated in one of the following: Post-Bac IRTA/CRTA, NIH Academy, Technical IRTA, or UGSP Payback Scholar – NIH Trainees Only
- Graduate Partnerships Program (GPP) – NIH trainees who perform dissertation research towards a PhD, MD/PhD, DVM/PhD or equivalent postgraduate degree – NIH Trainees Only
- Postdoctorate Training Program – NIH trainees already awarded an advanced degree, such as PhD, DM, DVM or equivalent who were classified as an IRTA/CRTA, Visiting Fellow, Clinical Fellow, or Research Fellow – NIH Trainee Only
- Staff Scientists / Staff Clinicians – NIH Employees Only

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

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- 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 [X] 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 (General)	10,600	1	3 / 60	530
Totals	10,600	10,600		530

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individual (General)	530	\$21.00	\$11,130.00
Totals	530		\$11,130.00

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>.

Staff Federal Oversight	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Director, PBT	G13-S01	\$92,145.00	0.25%	~	\$231.00
Deputy, Academy	G13-S05	\$104,433.00	0.25%	~	\$262.00
Director, GPP	G13-S07	\$110,578.00	0.25%	~	\$277.00
Director, OPS	G14-S05	\$123,406.00	0.35%	~	\$432.00
Deputy Director, OITE	Title 42	\$165,000.00	0.35%	~	\$578.00
Contractor Cost					
Director, HiSTEP		\$77,490.00	0.25%	~	\$194.00
Director, HiSTEP		\$77,490.00	0.25%	~	\$194.00
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total Cost	~	~	~	~	\$2,168.00

*Cite source per bls.gov if applicable

FEDERAL COST: The estimated annual cost to the Federal government is \$2,168.00.

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 trainees participating in the scheduled events to complete the general 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