

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

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**TITLE OF INFORMATION COLLECTION:**

NIH Office of Intramural Training & Education (OITE) – Management Boot Camp Feedback

**PURPOSE:**

The OITE has recognized a need in the NIH postdoctorate and graduate student communities to improve leadership and management skills. The OITE has developed a set of workshops and resources to help trainees to become better leaders and managers, deal with conflicts, and thrive in a team environment. The topics have all been developed with a focus on science, using examples taken straight from research groups. The OITE wishes to obtain feedback from the participating trainees to ensure all needs to become a better manager are being met.

**DESCRIPTION OF RESPONDENTS:**

The NIH/OITE will request feedback from participants of the Management Boot Camp, which is restricted to graduate students and postdoctorates of the NIH Intramural Research Program:

- Graduate Partnerships Program (GPP) – NIH trainees who performed dissertation research towards a PhD, MD/PhD, DVM/PhD or equivalent postgraduate degree
- Postdoctorate Training Program (PDT) – NIH trainees already awarded an advanced degree, such as PhD, MD, DVM or equivalent who were classified as an IRTA/CRTA Visiting Fellow, Clinical Fellow, or Research Fellow

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)

- |  |  |
|--|--|
| <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 trainee type using the Career Service Center within the year 2015. Details about the NIH Trainee Stipend tables may be found at: <https://oma1.od.nih.gov/manualchapters/person/2300-320-7/>.

<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>No. of Responses per Respondent</b>	<b>Time per Response (in hours)</b>	<b>Total Burden Hours</b>
Individual (NIH Trainees)	90	1	3 / 60	5
<b>Totals</b>	<b>90</b>	<b>90</b>		<b>5</b>

<b>Category of Respondent</b>	<b>Total Burden Hours</b>	<b>Hourly Wage Rate*</b>	<b>Total Burden Cost</b>
Individual (NIH Trainees)	5	\$25.00	\$125.00
<b>Totals</b>	<b>5</b>		<b>\$125.00</b>

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
<b>Federal Oversight</b>					
Director, OPS	G14-S05	\$123,406.00	0.10%	~	\$124.00
Deputy Director, OITE	Title 42	\$165,000.00	0.10%	~	\$165.00
<b>Contractor Cost</b>					
~	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
<b>Total Cost</b>	~	~	~	~	<b>\$289.00</b>

**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 Management Boot Camp to complete the feedback form about their experience.

**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