

Attachment E. Burden Memo

**CDC DOCUMENTATION FOR THE GENERIC CLEARANCE
OF EMERGENCY EPIDEMIC INVESTIGATION DATA COLLECTIONS (0920-XXXX)**

GenIC No.: _____

EPI AID No. (if applicable): _____

Requesting entity (e.g.,
jurisdiction) _____

Title of Investigation: _____

Purpose of Investigation: (Use
as much space as necessary)

Duration of Data Collection

 Date Began: _____

 Date Ended: _____

Lead Investigator

 Name: _____

 CIO/Division/Branch: _____

 E-mail Address: _____

 Telephone No.: _____

 Mail Stop: _____

Complete the following for each instrument used during the investigation.

Data Collection Instrument 1

Name of Data Collection Instrument:

Type of Respondent

- General Public
- Healthcare staff
- Laboratory staff
- Patients
- Restaurant staff
- Other: [describe]

Data Collection Methods (check all that apply)

- Epidemiologic Study (indicate which type(s) below)
 - Descriptive Study (describe):
 - Cross-sectional Study (describe):
 - Cohort Study (describe):
 - Case-Control Study (describe):
 - Other (describe):
- Environmental Assessment (describe):

- Laboratory Testing (describe):
- Other (describe):

Data Collection Mode (check all that apply)

- Survey Mode (indicate which mode(s) below):
 - Face-to-face Interview (describe):
 - Telephone Interview (describe):
 - Self-administered Paper-and-Pencil Questionnaire (describe):
 - Self-administered Internet Questionnaire (describe):
 - Other (describe):
- Medical Record Abstraction (describe):
- Biological Specimen Sample
- Environmental Sample
- Other (describe):

Response Rate (if applicable)

Total No. Responded (A): _____

Total No. Sampled/Eligible to Respond (B): _____

Response Rate (A/B): _____

(Additional Data Collection Instrument sections may be added if necessary.)

Complete the following burden table. Each data collection instrument should be included as a separate row.

Burden Table (insert rows for additional respondent types if needed)

Data Collection Instrument Name	Type of Respondent	No. Respondents (A)	No. Responses per Respondent (B)	Burden per Response in Minutes (C)	Total Burden (in minutes; A x B x C)

Return completed form and a blank copy of each final data collection instrument within 5 business days of data collection completion to the ICRL (e-mail: XXXX@cdc.gov; MS E-92).