

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [X] Yes [] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [X] Yes [] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [X] No

Amount: _____

Explanation for incentive: (include number of visits, etc)

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	150	1	1/60	3
Individuals - Abstract	50	1	3	150
Totals		200		153

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	153	45.80	\$7,007.40
Total			\$7,007.40

*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/2018/May/oes_nat.htm#00-0000.

FEDERAL COST: The estimated annual cost to the Federal government is \$8,673.25

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov’t
Federal Oversight					
Communications Specialist	13/10	\$133,465	0.05		\$6,673.25
Contractor Cost					\$2,000.00
Travel					\$0
Other Cost					\$0
Total					\$8,673.25

**The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB.pdf>

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?
[X] 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 meeting will be advertised to IRINAH grant holders, as well as to others who have expressed interest in the field in the past. The meeting also will be listed on the IRINAH website, the DCCPS Health Disparities website, possibly via the DCCPS Twitter account, as well as other IRINAH funding partners' websites and social media accounts.

Administration of the Instrument

How will you collect the information? (Check all that apply)

- [X] Web-based or other forms of Social Media
[] Telephone
[] In-person
[] Mail
[] Survey Form
[] Chart Abstraction
[] Other, Explain

Will interviewers, facilitators, or research coordinators be used? [] Yes [X] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.