

**Request for Approval under the
Generic Clearance for the “Conference, Meeting, Workshop, and
Poster Session Registration Generic Clearance (OD)”
(OMB#: 0925-0740, Expiration Date: 07/31/2022)**

TITLE OF INFORMATION COLLECTION:

2020 Immunology and Immunotherapy Conference.

PURPOSE:

The purpose of this conference is to provide an opportunity for scientists from Center for Cancer Research, from other NCI divisions and other NIH Institutes, as well as from the extramural community (academia and biotech), to gather and exchange information about the latest developments in research pertaining to the immunotherapy of cancer. This conference has been held every three years since 2005 and has become one of the premier conferences in the field.

DESCRIPTION OF RESPONDENTS:

Scientists, physicians, fellows and students doing transnational and clinical work in immunotherapy at the NIH, and in academia and biotech.

TYPE OF COLLECTION: (Check one)

Abstract

Application

Registration Form

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.

Name: Julia Lam

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

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)	1100	1	5/60	92
Individuals (Abstract)	60	1	5/60	5
Totals		1160		97

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	97	\$45.64	\$4427.08
Total			4428.08

*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/2017/May/oes_nat.htm#00-0000.

FEDERAL COST: The estimated annual cost to the Federal government is

\$ 2,328.18.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Program Director	14/5	\$132,818	1%		\$1,328.18
Contractor Cost					\$1,000
Travel					\$ 0
Other Cost					\$ 0
Total					\$2,328.18

***The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/DCB.aspx>

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

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?

We plan to identify potential respondents through NIH Wide and NCI Wide announcements. We also contact a number of external Immunology groups and ask them to post the information regarding the conference on their websites under “events”.

Administration of the Instrument

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

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

Will interviewers or facilitators be used? Yes No

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