

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

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**TITLE OF INFORMATION COLLECTION:** Registration for National Toxicology Program (NTP) Advisory Committee Meetings

**PURPOSE:** To allow members of the public to register to submit written comments or request time for oral comments and to register to view the webcast of meetings of NTP federally chartered advisory groups.

**DESCRIPTION OF RESPONDENTS:**

The respondents may be persons from academia, industry, other governmental organizations, nongovernmental organizations, media, public.

**TYPE OF COLLECTION:** (Check all that applies)

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Abstract                     | <input type="checkbox"/> Application  |
| <input checked="" type="checkbox"/> Registration Form | <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.

Name: Mary S. Wolfe, PhD \_\_\_\_\_

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

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  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
Private sector	120	1	5/60	10
<b>Totals</b>		<b>120</b>		<b>10</b>

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Private sector	10	\$41.29/hr	\$412.90
<b>Totals</b>			<b>\$412.90</b>

\*Source cited – Life Scientist category [https://www.bls.gov/oes/2019/may/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/2019/may/oes_nat.htm#00-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$25,142

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Health Scientist	13/1	\$94,803	0.1%		\$95
<b>Contractor Cost</b>					
IT Developer	N/A	\$166,982.40	15%		\$25,047
Travel					
Other Cost					
<b>Total</b>					<b>\$25,142</b>

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

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of 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 [ X] 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 will publish a Federal Register notice and send an email announcement about the meeting (with registration link) to the NTP listserv. The meeting is open to the public so anyone who completes the registration form will be able to participate as an attendee.

**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

Survey form

Chart Abstraction

Other, Explain

2. Will interviewers, facilitators, or research coordinators be used?  Yes  No

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