Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB#: 0925-0648 Expiration Date: 05/2021)

TITLE OF INFORMATION COLLECTION:

National Institute of Mental Health (NIMH) Core Facility User Survey

PURPOSE:

The information collected will inform the reviews of core facilities by the NIMH Board of Scientific Counselors (BSC). Core facility user satisfaction is a valuable measurement to inform assessment of these services. The BSC review meetings are closed to the public in accordance with the provisions set forth in section 552b(c)(6), Title 5, U.S. Code and Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2). Therefore the results of the surveys, which will collect data to inform the closed proceedings, will not be available to the public.

DESCRIPTION OF RESPONDENTS:

Respondents will be researchers who have used a core facility in the past 4 years. They may be NIH-employed researchers, contractors, or researchers at non-governmental institutions such as universities or companies. NIMH core facilities to be reviewed by the BSC from 2018-2020 include: Human Brain Collection Core; Transgenic Core; Statistical Genomics and Data Analysis Core; Neurophysiology Imaging Core; Magnetic Resonance Core; Magnetoencephalography Core; Functional MRI Core; Scientific and Statistical Computing Core; Section on Instrumentation; Rodent Behavioral Core.

TYPE OF COLLECTION: (Check one)

- [ ] Customer Comment Card/Complaint Form
- [x] Customer Satisfaction
- [ ] Survey Usability Testing (e.g., Website or Software
- [ ] Small Discussion
- [ ] Group Focus Group
- [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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.

Name: <u>Jennifer E. Mehren, Ph.D., Division of Intramural Research Programs, NIMH</u>

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

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? N/A ☐ Yes ☐ No

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?   ☐ Yes ☑ 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
Private Sector – Researchers	85	1	6/60	9
Totals	85	85		9

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Private Sector – Researchers	9	$35.76/hour	$321.84
Totals			$321.84

*Cite source per bls.gov if applicable - https://www.bls.gov/oes/current/oes190000.htm.

FEDERAL COST: The estimated annual cost to the Federal government is: $2,565.31

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Scientific Advisor	GS-14/8	$141,328	0.4%		$565.31
Contractor Cost					
Management Analyst		$100,000	2%		$2,000.00
Travel					
Other Cost					
TOTAL					$2,565.31

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?

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Yes ✔   ☐ No

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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?

Each core facility will provide us with their list of users from the last four years. We will send the survey to all users listed.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)

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

2. Will interviewers or facilitators be used?   ☐ Yes   ✔ No