Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB#: 0925-0648; Exp. Date: 05/31/2021)

TITLE OF INFORMATION COLLECTION: NIH Library Survey on Electronic Lab Notebook Usage in NIH Intramural Labs

PURPOSE:

The purpose of the survey is to investigate whether NIH intramural labs are using Electronic Laboratory Notebooks (ELNs) and whether the NIH Library should organize information and informational events on use of ELNs.

We want to learn from NIH lab managers whether their lab is currently using an ELN system, which type of system, which features of special functionality they use, and what their major challenges were in migrating to and using their ELN. Those lab managers not currently using an ELN system we also want to learn from regarding why they have not investigated use of an ELN, what the barriers are for these labs, what they are currently using to manage their research data, and where they would go to learn more about ELNs.

DESCRIPTION OF RESPONDENTS:

Respondents will be NIH employees and contractors who serve as the lab managers for NIH intramural laboratories.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [X] Other: Feedback

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.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential 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: Alicia Livinski
       Biomedical Librarian, DLS
       Office of Research Services
       National Institutes of Health

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [X] No

2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?   [ ] Yes [X] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [X] No

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

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

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 (Federal Government Contractors)	100	1	5/60	8
Totals		100		**8**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals (Federal Government Contractors)	8	$31.00	$248.00
Totals		$31.00	$248.00

**Cite source per bls.gov if applicable: http://www.bls.gov/oes/2017/may/oes_nat.htm#00-0000)
[for category 19-0000 Life, Physical, and Social Science Occupations]

FEDERAL COST: The estimated annual cost to the Federal government is $817.00

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Biomedical Librarian	GS 13/7	113,755	0.005		$569.00
Contractor Cost					$248.00
Travel					
Other Cost					
Total					$817.00

*https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/general-schedule/

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?

[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 respondent pool will be individuals who are on the NIH lab managers email distribution list. The survey and introductory email text will be distributed by a member of the NIH Library or by a designee with access to the email distribution lists to send on behalf of the NIH Library.

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 [X] No