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 Pathways to Prevention (P2P) Workshop Program Content Area Expert (CAE) Stakeholder Interview

PURPOSE: The purpose of this NIH P2P Workshop Program CAE Stakeholder Interview is to collect input from content area experts regarding their experience and satisfaction during the program and post-workshop activities. The CAE stakeholder interviews are being conducted as part of the P2P Program process assessment. The interviews will assess stakeholder satisfaction with P2P workshop program planning, procedures and implementation; communication and dissemination efforts; post workshop collaboration activities. The information from this interview will be used to make improvements to the P2P program and to improve the design, content and quality of future workshops.

DESCRIPTION OF RESPONDENTS:
A limited number (24 or less) of NIH Pathways to Prevention Workshop Program stakeholders representing a diverse array of backgrounds including ODP Program and Communication staff, NIH Institute and Center Program leads, Content Area Experts, and Federal partners.

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: Customer Satisfaction/Feedback Interviews

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: Keisha Shropshire

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

   Note: Respondents will be asked to voluntarily provide only their name if any follow-up is needed to better understand their survey responses by the NLM Project Team.

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
Private Sector	24	1	30/60	12
Totals				**12**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Private Sector (Pathways to Prevention Content Area Experts)	12	$42.11	$505.32
Totals			**$505.32**

* May 2018 National Occupational Employment and Wage Estimates
19-2099 Life, Physical and Social Science Occupation; Physical Scientists, All Other; Scientific Research and Development Services; NAICS 541700 https://www.bls.gov/oes/current/naics4_541700.htm

FEDERAL COST: The estimated annual cost to the Federal government is **$ 16,021**

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Staff Program Evaluator	13/6	$115,699	0.2%		$ 231.40
Contractor Cost					$ 15,790
Qualitative Researchers (2)			2.0%		
Administrative Support			.77%		
Research Assistant			.38%		
Other Cost				$ 845.00	
					N/A
Total					**$16,021.40**

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?

<div align="center">[X] Yes [ ] No</div>

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 sample of interviewees invited to participate in the interviews are derived from the P2P workshop roster of content area experts who participated in the completed P2P workshops. See attached list.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
   - [ ] Web-based or other forms of Social Media
   - [X] Telephone
   - [X] In-person
   - [ ] Mail
   - [X] Other, Explain: WebEx
2. Will interviewers or facilitators be used? [X] Yes [ ] No