**NIH Events Management Branch**

**Scheduling Services Survey**

***Section 1: All Respondents***

***Burden Disclosure***

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0648). Do not return the completed form to this address.

**Introduction:**

The NIH Events Management Branch Scheduling Services Survey asks you about the recent scheduling services we provided you. Survey responses reside behind the NIH firewall and are secure to the extent permitted by law. For each question select the option that best represents your view. The survey will take about 5 minutes to complete. Try to answer each question within the survey as honestly and accurately as possible. Questions about this survey can be sent to Dr. Janice Rouiller, with the NIH Office of Research Services (ORS) Office of Quality Management (OQM) at [ORSSurveySystem@mail.nih.gov](mailto:ORSSurveySystem@mail.nih.gov)

**Instructions*:***

Please see the attached survey card for your reference and use. The survey will be digital, however a hard copy of the survey questions is included to assist in the evaluation process. In addition, please note the following below:

• Survey responses reside behind the NIH firewall and are secure to the extent permitted by law.

• For each question, select the option that best represents your view.

• The survey will take approximately 5 minutes to complete.

• Try to answer each question as honestly and accurately as possible.

• At any point, you may exit the survey and return to complete the survey at a later time. Your answers will be saved.

Questions about this survey may be sent to Dr. Janice Rouiller ([ORSSurveySystem@mail.nih.gov](mailto:ORSSurveySystem@mail.nih.gov)).

**Data Collection Instruments**

**NIH Events Management Branch**

**Scheduling Survey**



















