

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

**TITLE OF INFORMATION COLLECTION:** Office of Intramural Training & Education (OITE) – Becoming a Resilient Scientist Series – Feedback

**PURPOSE:**

The National Institutes of Health (NIH) carries out and funds biomedical research in an effort to prevent and cure common and rare diseases. We also train the next generation of doctors, researchers, and medical support staff who will improve human health in the future, both across the country and around the world. Navigating school, the career exploration process, research environments, and the stress of national/international news can seem overwhelming and lead us to doubt ourselves just when we need confidence the most. Through workshops and group discussions, the OITE will work to identify attitudes and behaviors that can help us be more resilient as we navigate difficult situations in school, work and life.

Each workshop will highlight emotional intelligence competencies needed for success in research and healthcare careers and will provide strategies for developing these competencies as part of your educational journey. Scientists at NIH and Universities are encouraged to participate in the entire series as the material relates and concepts will be developed throughout the series, which runs from Fall 2020 through Spring 2021. The workshops and group discussions in the series are:

- I. An Introduction to Resilience and Wellness
- II. Exploring our Self-Talk: Cognitive Distortions and Imposter Fears
- III. Emotions and Emotional Intelligence in the Workplace
- IV. Self-Advocacy and Assertiveness for Scientists
- V. Developing Feedback Resilience
- VI. Managing Up to Maximize Mentoring Relationships

**DESCRIPTION OF RESPONDENTS:**

Participants in the Becoming a Resilient Scientists Series and scientists from NIH and Universities at all educational levels: undergraduate, postbaccalaureate, medical students, graduate students, postdoctorates, professors, investigators, etc.... The OITE asks participants to anonymously complete and submit a feedback form to provide information the OITE may use to improve the seminar series.

The OITE anticipates each session to have approximately 1500 registrations. However, the response rate to the feedback form is estimated to be 50% or less. The numbers presented below are for a 50% response rate of the event attendees.

**TYPE OF COLLECTION:** (Check one)

- Customer Comment Card/Complaint Form  
 Usability Testing (e.g., Website or Software)  
 Focus Group \_\_\_\_\_

- Customer Satisfaction Survey  
 Small Discussion 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 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.

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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
3. If Applicable, has a System or Records Notice been published?  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	Number of Respondents	Number of Responses Per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals / Households	4500	1	20/60	1500
<b>Totals</b>		<b>4500</b>		<b>1500</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Wage Rate	Total Burden Cost
Individuals / Households	1500	\$22.00	\$33,000.00
<b>Totals</b>			<b>\$33,000.00</b>

[https://www.bls.gov/oes/current/oes\\_47900.htm#00-0000](https://www.bls.gov/oes/current/oes_47900.htm#00-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$189.00.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
OITE Deputy Director	Title 42	\$182,000.00	0.05%	~	\$91.00
OITE Program Manager	G13-S03	\$103,435.00	0.10%	~	\$104.00
<b>Contractor Cost</b>	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
<b>Total</b>	~	~	~	~	<b>\$189.00</b>

The estimated hourly wage is based on the projected highest degree awarded for each participant based on the GS salary table for the Washington, DC area:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/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 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?

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 OITE will ask all participants, those that participated in the live session and those watching the posted video, to provide feedback on the seminar series. The submitted information will be used to make improvements to future events.

**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
- Other, Explain

2. Will interviewers or facilitators be used?  Yes  No