

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB#: 0925-0642; Exp. Date: 05/31/2021)**

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**TITLE OF INFORMATION COLLECTION:** Change Readiness Survey

**PURPOSE:**

We are collecting information for the consolidation of several NIH Institutes/Center (ICs) to two different locations – Rockledge I and II and 6700B Rockledge Drive. We are sending the survey to the ICs who will be impacted by the move.

We are asking the federal employees and the contractors who work in their space to participate in a web-based survey that will help us understand how ready they are for the upcoming change, as well as the extent to which they have engaged with the change management process. This survey asks a series of questions about comfort levels with change, understanding of the change, and preparedness for the major changes impacting the workplace. This will help us understand the effectiveness of change management efforts with this project, as well as ways to improve the change management and communications process for this project.

**DESCRIPTION OF RESPONDENTS:**

The respondents are the NIH federal employees and their contractors who will be consolidating their office space into the two project locations noted above.

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

- |                                                                        |                                                            |
|------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input type="checkbox"/> Customer Satisfaction Survey      |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group            |
| <input type="checkbox"/> Focus Group                                   | <input checked="" type="checkbox"/> Other: <u>Feedback</u> |

**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: Bradley Moss  
Communication Director  
Office of Research Services/Office of Research Facilities  
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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 [ 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

**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) | 2,150              | 1                               | 5/60                         | 179                |
| <b>Totals</b>                                |                    | 2,150                           |                              | <b>179</b>         |

| Category of Respondent                       | Total Burden Hours | Hourly Wage Rate* | Total Burden Cost |
|----------------------------------------------|--------------------|-------------------|-------------------|
| Individuals (Federal Government Contractors) | 179                | \$30              | \$5,370.00        |
| <b>Totals</b>                                |                    | \$30              | \$5,370.00        |

\*Cite source per bls.gov if applicable: [http://www.bls.gov/oes/2017/may/oes\\_nat.htm#00-0000](http://www.bls.gov/oes/2017/may/oes_nat.htm#00-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$1478.00

| Staff                    | Grade/Step | Salary* | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|--------------------------|------------|---------|-------------|------------------------|---------------------|
| <b>Federal Oversight</b> |            |         |             |                        |                     |
| Communication Director   | GS14/10    | 145,629 | 0.005       |                        | 728.00              |
|                          |            |         |             |                        |                     |
|                          |            |         |             |                        |                     |
| <b>Contractor Cost</b>   |            |         |             |                        | 750.00              |
|                          |            |         |             |                        |                     |
| Travel                   |            |         |             |                        | n/a                 |
| Other Cost               |            |         |             |                        | n/a                 |
|                          |            |         |             |                        |                     |
| <b>Total</b>             |            |         |             |                        | 1,478.00            |

\*<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?  
☒ 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 list of respondents includes the staff for each of the NIH Institutes/Centers that are part of the two consolidation projects. The number of staffs for the Rockledge 1 and II consolidation is approximately 2,150. The number of staffs for the 6700B move is approximately 500.

**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

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**