

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

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**TITLE OF INFORMATION COLLECTION:** Soliciting Feedback on the NINR Summer Genetics Institute from Course Alumni

**PURPOSE:** The National Institute of Nursing Research (NINR) Summer Genetics Institute (SGI) is a summer training program whose purpose is to increase the research capability among graduate students and faculty and to develop and expand clinical practice in genetics among clinicians. The SGI features lectures and hands-on laboratory training. This program, which has about 20-25 participants each year, began in 2000 and has been held in all subsequent years.

Basic concepts and principles of genetics are covered in the lecture component, while the laboratory component focuses on techniques integral to current molecular genetics. Tutorials, utilizing a case-based approach, are used to integrate the concepts and principles of genetics with laboratory experiments that are designed to provide an understanding of genetic testing, detection of genetic disease, how to understand the strengths and limitations of genetic approaches and how to use the information clinically to counsel individuals and families. Ethical, legal and clinical practice issues and perspectives, and the role of the nurse in the area of genetics are also addressed in a seminar format.

The information collected from SGI Alumni will help NINR to assess whether SGI is meeting its goals – for example, information on whether participants report an increase in use of genetics in research, teaching, and clinical practice would help NINR assess the utility/effectiveness of SGI. The results of this survey will determine the extent to which the SGI is achieving its goals and serve to inform discussions and decisions on the future of the program.

**DESCRIPTION OF RESPONDENTS:** Respondents include SGI Alumni from the past eight years. Respondents will be contacted to complete a one-time survey.

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

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" 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 type="checkbox"/> 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.

Name:  Jessica McIlvane

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 [ ] No **N/A**
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No **N/A**

**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**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals	200	1	25/60	83
<b>Totals</b>		200		<b>83</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	83	\$38	\$3154
<b>Totals</b>			<b>\$3154</b>

\*Median yearly salary for postsecondary teachers (which would include university faculty) is \$79,540 as per the bls.gov web page

<https://www.bls.gov/ooh/education-training-and-library/postsecondary-teachers.htm>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$10,205.

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Senior Advisor/NINR Director <sup>1</sup>	15/10	\$170,800	1%		\$1708
Supervisory Health Science Policy Analyst <sup>1</sup>	15/8	\$170,800	1%		\$1708
Health Science Policy Analyst <sup>2</sup>	14/6	\$125,773	5%		\$6289
<b>Contractor Cost</b>	None				
Travel	None				
Other Cost	\$500 (for web survey software)				\$500
<b>Total</b>					<b>\$10,205</b>

\* the Salary in table above is cited from <sup>1</sup><https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB.pdf>; <sup>2</sup><https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/RUS.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?  

[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?

Response: We have contact information (i.e., email addresses) available for SGI Alumni and we will attempt to contact those who took the SGI course over the past eight years. Participants will be asked to complete a one-time survey.

**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

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