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: NINR Office of the Training Director Surveys for Current and Former Trainees and Fellows

PURPOSE: The NINR Office of the Training Director oversees programming that supports career development, training and fellowship of intramural trainees who are college graduates, graduate students, and postdoctoral fellows. These surveys will be used for program assessments and will serve as a component of a comprehensive review of the Office of the Training Director.

DESCRIPTION OF RESPONDENTS:
Responses are voluntary, anonymous, and secure to the extent permitted by law. Data will be analyzed only in aggregate. Respondents will be NINR Intramural Research and Training Award Fellows (postbaccalaureate, graduate students, postdoctoral) and Research Fellows.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form　　[X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software　　[ ] Small Discussion Group
[ ] Focus 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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 [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
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 ANNUALLY

Type of Respondent	Estimated Number of Respondents	Estimated Number of Responses per Respondent	Average Time / Response (hours)	Total Annual Burden Hours
Viewpoint survey for current trainees	30	1	15/60	8
Exit survey for off-boarding trainees	20	1	15/60	5
Totals	**50**	**50**		**13**

COST TO RESPONDENT

Type of Respondent	Total Annual Burden Hours	Hourly Respondent Wage Rate*	Burden Cost ($)
NINR Trainees	13	24.72	$321
Totals	**13**		**$321**

* Hourly wage rates for trainees are based on the 2020 NIH IRTA Trainee Stipends (https://www.training.nih.gov/predoctoral_irta_stipend_levels)

FEDERAL COST: The estimated annual cost to the Federal government is $4,851

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Director	GS13/S07	$112,930	1%		$1,129
Program Analyst	GS11/S02	$74,431	5%		$3,722
Contractor Cost					
Travel					
Other Cost					
Total					$4,851

*the Salary in table above is cited from https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/20Tables/html/DCB.aspx

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?

The NINR Office of the Training Director maintains a list of current trainees within the intramural training program and updates the list with information from administrative staff as students on- and off-board. These trainees will be asked to complete the online survey through SurveyMonkey, a web-based survey tool that will reduce burden.

Responses to this information collection are voluntary, anonymous, and confidential. Data will be analyzed only in aggregate. Respondents will be NINR Intramural Research and Training Award Fellows (postbaccalaureate, graduate students, postdoctoral) and Research Fellows.

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
2. Will interviewers or facilitators be used? [ ] Yes [X] No

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