

**Request for Approval under the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)”**

**(OMB#: 0925-0740 Exp Date: 07/2022)**

---

**TITLE OF INFORMATION COLLECTION:** ICARE Dialogues Registration

**PURPOSE:**

**This is an application to approve six additional ICARE Dialogues sessions. The initial 3 sessions were previously approved by OMB under clearance OMB#: 0925-0740 Exp Date: 07/2022 (ICR REFERENCE NUMBER 202002-0925-005), and there are no changes to the content of the registration forms and questions other than the new dates. The description below is identical to the prior application-only the burden calculations have changed.**

The ICARE Project is a collaborative project of the US Government agencies that use animals, led by OLAW. PHS Assured institutions utilize ICARE training for their employees to facilitate effective functioning and decision-making of US Institutional Care and Use Committees (IACUCs) and their institutions to improve animal welfare and increase compliance with federal standards while minimizing regulatory burden. More information may be found at: <https://olaw.nih.gov/education/icare-interagency#:~:text=The%20Interagency%20Collaborative%20Animal%20Research,require%20the%20application%20of%20high%2D>

ICARE Dialogues comprise a series of 6 virtual discussions limited to 25 attendees. The goal is to discuss issues relevant to the animal welfare community and collaboratively address compliance challenges. There is no cost to attendees. Topics of the dialogues include:

- Integrating Pandemic Restrictions into Policies and Programs
- Managing Teams Across Multiple Locations
- Impact of Diversity, Inclusivity, and Race Relations on ACUPs and Personnel
- Using Flexibility Provided in the PHS Policy and AWAR
- Optimizing Animal Welfare During the Pandemic Crisis

To better tailor the approaches and materials to the participants, the following information will be collected:

1. Registration Part 1: information is collected through a third-party contractor website, Event Source Professionals, Inc. (ESP). This information is necessary to ensure the appropriate stakeholders register, and for processing registration and communicating session information to participants. Screenshots and questions are included in supporting documents.
2. Registration Part 2: demographic data using the Qualtrics web-based platform to plan for future ICARE offerings based on such information as level of experience, role in Animal Care and Use Committees, etc. Links to the survey platform will be emailed to participants. Numbers in demographics categories will determine if future offerings should be tailored as introductory, intermediate, or advanced. Gender, race and ethnicity data is also collected to ensure an inclusive and appropriately tailored ICARE program. Screenshots and questions are included in supporting documents.
3. Pre- and post-session surveys on program content/delivery and effectiveness using the Qualtrics web-based platform. Links to the survey platform will be emailed to participants. As the program progresses, this will enable quality assessment and improvement on this educational training. (See separate clearance application for customer feedback surveys under OMB#: 0925-0648 Exp., date: 05/2021).

**DESCRIPTION OF RESPONDENTS:**

Members of the animal welfare communities who choose to register for the ICARE Dialogues Online Discussion Groups (limited to 25 people for each of 3 sessions). These people comprise members of academic, corporate, not-for-profit, and government research institutions

**TYPE OF COLLECTION:** (Check *all that applies*)

- Abstract
- Registration Form
- Application
- Other: Pre- ad Post session web-based surveys

**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.

Name: Nicolette Petervary, VMD

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

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

Amount: \_\_\_\_\_

Explanation for incentive: (include number of visits, etc.)

**ESTIMATED BURDEN HOURS and COSTS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Registration part 1 (Individuals and households)	150	1	2/60	5
Registration part 2 (Individuals and households)	150	1	3/60	8
<b>Totals</b>		300		<b>13</b>

Category of Respondent	Total Burden	Wage Rate*	Total Burden
------------------------	--------------	------------	--------------

	<b>Hours</b>		<b>Cost</b>
Individuals and households	13	\$47.49	\$617
<b>Totals</b>	<b>13</b>	<b>\$47.49</b>	<b>\$617</b>

\* [Occupational Employment and Wages, May 2019 19-1042 Medical Scientists, Except Epidemiologists](#)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$2600.86

<b>Staff</b>	<b>Grade/Step</b>	<b>Salary*</b>	<b>% of Effort</b>	<b>Fringe (if applicable)</b>	<b>Total Cost to Gov't</b>
<b>Federal Oversight</b>					
Animal Welfare Program Specialist	13/9	\$130,043	2%		\$2601
<b>Contractor Cost</b>					
Travel					
Other Cost					
<b>TOTAL</b>					<b>\$2601</b>

\* <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB.pdf>

### The selection of targeted respondents

- 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 [X] 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?

### Administration of the Instrument

- How will you collect the information? (Check all that apply)  
[ X ] Web-based or other forms of Social Media  
Registration (Registration Part 1) will be collected through the web-based registration page provided by the third-party contractor ESP (<https://events.espinc-usa.com/icaredialogues072020/begin>), and demographic information (Registration Part 2) will be collected using the web-based Qualtrics survey/database Software Platform will be used for demographic data (<https://www.qualtrics.com/>). Links to the survey platform will be emailed to participants  
See screen shots in attached document.

- Telephone
- In-person
- Mail
- Survey form
- Chart Abstraction
- Other, Explain

2. Will interviewers, facilitators, or research coordinators be used?  Yes  No

**Please see attached**