

**Request for Approval under the Generic Clearance for the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)”**  
**(OMB#: 0925-0740, Expiration Date: 07/31/2022)**

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**TITLE OF INFORMATION COLLECTION:** Registration for Annual Center for Cancer Training (CCT) Courses and Workshops (NCI)

**PURPOSE:**

NCI CCT wishes to collect registration details from participants of courses and workshops to assist to assure that candidates meet basic eligibility requirements as intramural trainees. The trainees participate in annual courses and workshops throughout the year to learn a variety of scientific and professional topics that improve their career development. The registrations for all the workshops and trainings listed above will be held twice over the next two years. These courses and workshops are essential to the scientific and professional development of trainees across NCI:

1. K grant writing workshop – April 2- May 28, 2021 (once per week)
2. Preparing for Science-Based Non-Traditional Careers - September 16 -November 18, 2021 (once per week)
3. Redox Biology (RB) – September 27- November 8, 2021
4. Scientific management training (SMT) – June 29, 2021
5. Statistical analysis of research data (SARD)- January 13, 27, and February 3, 10, 2022
6. Statistical tutorial (ST)- May 19, 2021
7. Teaching in Medical Education (TIME)- January 30, 2022 and February 7, 2022
8. Translational Research in Clinical Oncology (TRACO)- September 8 – November 30, 2021 (once per week)

**DESCRIPTION OF RESPONDENTS:**

NCI and NIH trainees (e.g. postdocs, postbacs, clinical fellows), staff and clinician scientists, and students to assist in the development of those training in basic, clinical, and translational research at the bench and beyond.

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

Abstract

Registration Form

Application

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.

Name: Angela Jones

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ x ] Yes [ ] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ x ] Yes [ ] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?

[ ] Yes [ X ] No

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

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

**ESTIMATED BURDEN HOURS and COSTS**

Form Name	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
K Grant Writing Workshop* (Att 1)	Individuals	100	1	5/60	8
Preparing for Science Based Non-Careers (Att 2)	Individuals	150	1	5/60	13
Redox Biology (Att 3)	Individuals	50	1	5/60	4
Scientific Management Training (SMT)* (Att 4)	Individuals	100	1	5/60	8
Statistical Analysis of Research Data (SARD)* (Att 4)	Individuals	100	1	5/60	8
Statistical Tutorial (ST)* (Att 4)	Individuals	100	1	5/60	8
Teaching in Medical Education (TIME) (Att 5)	Individuals	50	1	5/60	4
Translational Research in Clinical Oncology (TRACO) (Att 6)	Individuals	200	1	5/60	17
<b>Totals</b>			<b>850</b>		<b>71</b>

\*SMT, SARD, and ST all use the same form (Attachment 4).

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	71	\$46.95	\$3,333
<b>Total</b>			<b>\$3,333</b>

\*Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "Medical Scientists" 19-1040, [https://www.bls.gov/oes/2019/May/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/2019/May/oes_nat.htm#00-0000).

**FEDERAL COST:** The estimated annual cost to the Federal government is \$5,646.50.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Program Analyst	13/4	\$112,930	5%	\$5,646.50	\$5,646.50
<b>Contractor Cost</b>					\$0
Travel					\$0
Other Cost					\$0
<b>Total</b>					<b>\$5,646.50</b>

\*\*The salary in the 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**

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?

These conferences are advertised through NIH/NCI and NCI Frederick listservs, individual labs and committee members, GovDelivery and cancer.gov websites. Registration is first come, first served. Registration is capped at the number of respondents indicated on page 2 for each conference/workshop, and no further registrations are allowed once the maximum number is reached. The online registration site does not allow additional registrations once the cap has been reached.

**Administration of the Instrument**

How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Survey Form
- Chart Abstraction
- Other, Explain

Will interviewers, facilitators, or research coordinators be used? [ ] Yes [ X ] No

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