

**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: Application and registration information collection for the Mary Frances Picciano Dietary Supplement Research Practicum (DSRP) on May 26-28, 2021 virtually.

PURPOSE:

The Office of Dietary Supplements (ODS) at the National Institutes of Health (NIH) is offering a virtual two and a half day educational opportunity to provide fundamental knowledge of dietary supplements to faculty, students, and practitioners with a serious interest in this subject. This intensive practicum will provide a thorough overview and grounding about issues, concepts, unknowns, and controversies about dietary supplements and supplement ingredients. It will also emphasize the importance of scientific investigations to evaluate the efficacy, safety, and value of these products for health promotion and disease prevention as well as how to carry out this type of research.

DESCRIPTION OF RESPONDENTS:

This practicum is open to university faculty, graduate students, and research practitioners in health-related disciplines such as nutrition, food science, pharmacy, pharmacology and pharmacognosy, exercise science and kinesiology, medicine, dentistry, nursing, and complementary and alternative medicine (CAM). Primary candidates are full-time academic faculty, research practitioners, doctoral students, postdocs, and fellows. Applications will also be accepted from health care providers and scientists with a master's degree or higher whose work involves research with dietary supplements, masters-level students, and students in allied health schools. The practicum is limited to approximately 200 attendees and we estimate that we will receive about 250 applications.

TYPE OF COLLECTION: (Check one)

Abstract

Registration Form

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: Jaime Gahche

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
Private Sector (not-for-profit) ¹	197	1	10/60	33
Private Sector (for profit) ²	20	1	10/60	3
Totals	217	217		36

COST TO RESPONDENT

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Private Sector (not-for-profit) ¹	33	\$ 37.28	\$1,230
Private Sector (for profit) ²	3	\$ 40.21	\$121
Totals	37		\$1,351

1 <https://www.bls.gov/oes/current/oes190000.htm> |

2 <https://www.bls.gov/oes/current/oes290000.htm> |

FEDERAL COST: The estimated annual cost to the Federal government is \$5,130.98

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Epidemiologist	14/5	138,866.00	3%		\$4,165.98
Contractor Cost					
Website Developer		\$193.00/hr	5 hours		\$965.00
Travel					

Other Cost					
TOTAL					\$5,130.98

*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/DCB.pdf>

The selection of 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?

Identifying potential groups

ODS has compiled emails of specific individuals and groups that will be sent an email that includes information about the DSRP, the website link, an invitation to apply and an invitation to pass along the email to others that may be interested.

These lists include:

- University Deans, Department Heads and Professors that have programs in nutrition, food science, pharmacy, pharmacology and pharmacognosy, exercise science and kinesiology, medicine, dentistry, nursing, and complementary and alternative medicine.
- ODS collaborating offices and individuals at NIH and other federal government agencies
- Nutrition groups both within and outside the federal government
- Clinician and pharmacy professional associations.

The DSRP is also promoted on the ODS website, ODS listserv and ODS Twitter and Facebook.

Selection Process

There are three tiers of candidates. Those in Tier 1 will be admitted first. Remaining spaces will be open to candidates in Tier 2 followed by those in Tier 3. We ask that applicants plan to attend the entire practicum and that they apply only if they can commit for the entire two and a half days.

Tier 1	Tier 2	Tier 3
Full-time faculty member or doctoral student/postdoc/fellow in a recognized academic program. FOR FACULTY: full-time assistant, associate, or full professor. FOR STUDENTS: Are (or will be as of September	Master’s degree student in a recognized academic program or are attending medical, dental, or nursing school or a related non-doctoral-level professional program. Practicing health professional with at least a master’s degree from a recognized academic program who works in either a healthcare, educational, or industrial setting or is	Individuals who have attended the practicum before.

2019) a doctoral student, postdoc, or fellow.	self-employed. Part-time or adjunct faculty member at a recognized academic institution.	
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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
- Survey form
- Chart Abstraction
- Other, Explain

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

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