## 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

[x] 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? [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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | **HourlyWage 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? [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?

**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 2019) a doctoral student, postdoc, or fellow. | 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 self-employed.  Part-time or adjunct faculty member at a recognized academic institution. | Individuals who have attended the practicum before. |

**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

[ ] Survey form

[ ] Chart Abstraction

[ ] Other, Explain

1. 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.**