

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)

TITLE OF INFORMATION COLLECTION: FFRDC Industry Day Registration (NCI)

PURPOSE: The NCI is planning a one-day virtual Industry Day, an opportunity for interested parties to learn more about the exciting and innovative work being performed through the NCI FFRDC, where the laboratory is headed, and provide an understanding of the types and conditions of the FNLCR facilities. The Office of Acquisitions expects the event to encourage a more informed industry to provide questions and comments that may be used to strengthen a future Request for Proposal.

DESCRIPTION OF RESPONDENTS: The NCI anticipates non-Government attendees interested in the recompetition of the NCI FFRDC. Private Sector (for profit or not-for-profit)

TYPE OF COLLECTION: (Check all that apply)

Abstract

Application

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: Ashley Hall

To assist review, please provide answers to the following question: If you are collecting name and email, then check yes for PII.

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 (for profit or not-for-profit)	500	1	5/60	42
Totals		500		42

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Private Sector (for profit or not-for-profit)	42	\$25.72	\$1,080.24
Total			\$1,080.24

*Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "All Occupation 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 \$901.06.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Contract Specialist	12/2	\$90,106	1%		\$901.06
Contractor Cost					\$0
Travel					\$0
Other Cost					\$0
Total					\$901.06

**The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB.aspx>

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 Industry Day will be published on www.beta.sam.gov.

Administration of the Instrument

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

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.