

**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:** 2021 Annual NIH/FDA IIG Virtual Training Workshop (NCI)

**PURPOSE:**

The overall goal of the IIG Workshop is to accelerate research by sharing data and research resources as well as to prepare NIH and FDA trainees to become independent researchers capable of designing a research plan, executing experiments, mentoring trainees, and communicating important advances in medical science. The agenda for the meeting is rigorous. It includes scientific sessions on various topics within immunology such as cell activation and signaling, genomics, immunopathologies, infectious diseases, emerging threats and vaccines, inflammation and innate immunity, mucosal immunity and the microbiome, tumor immunology and translational immunology and emerging technologies. Training sessions often include career development topics such as grant writing and guidance for publication submissions. All trainees are required to present their work either orally (merit based) or during one of two poster sessions and every senior scientist is required to present data as a speaker, session chair, poster judge, or discussion leader. The IIG Workshop provides a critical training opportunity for fellows, postdocs and grad students by providing them the opportunity to present their research to a diverse audience of fellow NIH/FDA immunologists. These gatherings directly advance the missions of the NIH and the FDA, to promote human health.

**DESCRIPTION OF RESPONDENTS:**

Researchers, tenured and tenure-track PIs, Staff Scientists, Staff Clinicians, postdocs, postbacs, graduate students, academic and local industrial institutions

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

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Abstract                     | <input type="checkbox"/> Application |
| <input checked="" type="checkbox"/> Registration Form | <input type="checkbox"/> 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: Dr. Art Shaffer, PhD, Senior Associate Scientist, NIH, NCI, CCR, LYMB

**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
Individuals	275	1	8/60	37
<b>Totals</b>		<b>275</b>		<b>37</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	37	\$ 46.95	\$1,737.15
<b>Total</b>			<b>\$1,737.15</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 \$1,388.66.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Program Director	14/5	\$138,866	1%		\$1,388.66
<b>Contractor Cost</b>					\$0
Travel					\$0
Other Cost					\$0
<b>Total</b>					<b>\$1,388.66</b>

\*\*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?  
 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?

This meeting is advertised through the IIG listserv, as well as other NIH/NCI and NCI Frederick listserves, individual labs and IIG steering committee members.

### **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  No

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