

**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:** NIH Office of Intramural Training & Education (OITE) – Graduate & Professional School Fair - Student Registration

**PURPOSE:**

The OITE provides several services to the NIH trainees (summer interns, postbaccalaureates, graduate students, postdoctorates, clinical fellows, and research fellows) and NIH staff (staff scientists and staff clinicians) by providing services that cover major topics such as: communication, career development, leadership, mentoring and other personal development.

The Graduate & Professional School Fair is designed to provide participants of the NIH Summer Internship Program (SIP) and the NIH Postbaccalaureate Training Program (PBT), as well as college students in the DC area, the opportunity to learn more about career exploration and taking the next step in an advanced degree programs leading to a PhD, MD, DDS, MD/PhD, and other graduate and professional degrees. More than 300 outstanding colleges and universities from across the United States send representatives to discuss their graduate, medical, and dental schools, schools of public health, and other biomedically relevant programs. This day also includes workshops on getting to graduate and professional school, MD/PhD programs, interviewing, and careers in public health, psychology, and dentistry.

**DESCRIPTION OF RESPONDENTS:**

The NIH/OITE invites NIH trainees and college students from the general public to register for the Graduate & Professional School Fair.

NIH trainees from the Summer Internship Program (SIP) and Postbaccalaureate Training Program (PBT) programs receive financial support for a stipend and health insurance. College students from the general public do not receive financial support from the NIH.

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

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: Patricia Wagner, PhD; wagnerpa@od.nih.gov; 240-476-3619

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
Individual (General Public)	4,000	1	3 / 60	200
Individual (NIH Trainees)	1,000	1	3 / 60	50
<b>Totals</b>	<b>5,000</b>	<b>5,000</b>		<b>250</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individual (General Public)	200	\$14.62	\$2,924.00
Individual (NIH Trainees)	50	\$14.62	\$731.00
<b>Totals</b>			<b>\$3,655.00</b>

The Hourly Wage Rate was estimated based on the NIH Trainee Stipend Tables and distribution of the trainee type participating in the OITE events. Details about the NIH Trainee Stipend tables may be found at: <https://oma1.od.nih.gov/manualchapters/person/2300-320-7/>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$288.00.

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Federal-1	Title 42	\$185,000.00	0.100		\$185.00
Federal-2	GS13-S01	\$103,000.00	0.100		\$103.00
<b>Contractor Cost</b>		~	~	~	~
<b>Travel</b>					~
<b>Other Cost</b>					~
<b>Total</b>	~	~	~	~	<b>\$288.00</b>

\*The NIH Federal Employee and Contractor Salaries were estimated based on the locality pay for the DC-MD-VA-WV-PA salary table: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/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?

The NIH/OITE will use the OITE-SIP (Summer Internship Program) and OITE-POSTBACS (Postbaccalaureate Trainee Program) distribution lists to advertise the Graduate & Professional School Fair event, inviting all to submit a registration. The NIH/OITE will use a distribution list of local universities, inviting them to publicize the event to their students. In addition, the OITE website posts a banner containing details about the event and exhibitors.

**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 [X] No

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