

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: Registration form for HIV DRP Think Tank Meeting (NCI)

PURPOSE:

The HIV Dynamics and Replication Program (HIV DRP) will be hosting the 24th Annual DRP Think Tank Meeting which will be held virtually on May 11, 2021. The program will consist of a series of short (15-minutes or less) presentations by members of the local retrovirology community on topics related to HIV, AIDS, and retrovirus biology.

DESCRIPTION OF RESPONDENTS: Attendees will be members of the local retrovirology community consisting of postdoc fellows, postbac fellows, and PI's.

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: Valerie Turnquist

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	120	1	8/60	16
Totals		120		16

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	16	\$46.95	\$751.20
Total			\$751.20

*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.

FEDERAL COST: The estimated annual cost to the Federal government is \$ 2,209.10.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Administrative Lab Manager	12/9	\$110,455	2%		\$2,209.10
Contractor Cost					\$0
Travel					\$0
Other Cost					\$0
Total					\$2,209.10

**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?

We will be using an email list of Principal Investigators in retrovirology to pass along to members of their labs to register.

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.