

**Request for Approval under the “Conference, Meeting, Workshop, and Poster
Session Registration Generic Clearance (OD)”
(OMB#: 0925-0740 Exp Date: 07/31/2022)**

TITLE OF INFORMATION COLLECTION: 2021 Professional Development Workshop and Mentor Mock Review

PURPOSE:

This invitation only workshop provides an opportunity to share information and experiences with recipients of CRCHD training awards and to assist with career development and advancement in cancer and cancer health disparities research.

DESCRIPTION OF RESPONDENTS:

NIH Scientists, Researchers, PIs, and postdocs

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: Jessica Calzola

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 (Registration)	400	1	10/60	67
Individuals (Abstract)	50	1	20/60	17
Totals		450		84

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	84	\$48.45	\$4,069.80
Total			\$4,069.80

*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/2020/May/oes_nat.htm.

FEDERAL COST: The estimated annual cost to the Federal government is \$2,388.66

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Program Director	14/5	\$138,866	1%		\$1,388.66
Contractor Cost					\$1,000
Travel					\$0
Other Cost					\$0
Total					\$2,388.66

**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
2. 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 workshop is by invitation only and the invitees are current training award recipients for the NCI Center to Reduce Cancer Health Disparities.

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.