

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: ICARE OLAW Conversations and Special Webinar Registration

PURPOSE:

This is an application to approve 6 sessions virtual sessions: a series of 5 online sessions focused on topics related to animal care and use called OLAW Conversations and a special capstone webinar on OLAW History (total of six sessions)

The ICARE Project is a collaborative project of the US Government agencies that use animals, led by OLAW. PHS Assured institutions utilize ICARE training for their employees to facilitate effective functioning and decision-making of US Institutional Care and Use Committees (IACUCs) and their institutions to improve animal welfare and increase compliance with federal standards while minimizing regulatory burden.

OLAW Conversations comprise a series of 5 virtual discussions, and the sixth session is a special ICARE session on OLAW History. Each session is limited to 500 participants. The goal is to discuss issues relevant to the animal welfare community and collaboratively address compliance challenges. There is no cost to attendees. Topics include:

- Post Covid 19 Challenges: Staff Shortages and Returning to Physical Workspaces,
- Reduction of Administrative Burden: 21st Century Cures Progress: Use of the AAALAC Program Description, Annual Reporting, and Departures from the *Guide*,
- Vaccine Hesitancy and Vaccination Issues in the Workplace,
- Refinements to Promote More Social Housing While on Study
- Flexibilities to Reduce Administrative Burden While Continuing to Apply the PHS Policy to Zebrafish Immediately After Hatching, and
- Special ICARE Event on OLAW History

To better tailor the approaches and materials to the participants, the following information will be collected:

- Name
- Email
- Organization (Name of Institution)
- Job title/role

Information is collected through a third-party contractor website, Event Source Professionals, Inc. (ESP). The information collected is necessary to ensure the appropriate stakeholders register, and for processing registration and communicating session information to participants. Screenshots and questions are included in supporting documents.

DESCRIPTION OF RESPONDENTS:

Members of the animal welfare communities who choose to register for the ICARE Dialogues Online Discussion Groups (limited to 25 people for each of 3 sessions). These people comprise members of academic, corporate, not-for-profit, and government research institutions

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

Abstract
 Registration Form

Application
 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: Nicolette Petervary, VMD

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
Private sector	500	1	2/60	17
Totals	500	500		17

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Private sector	17	\$48.94	\$832
Totals			\$832

* Occupational Employment and Wages, May 2020 19-1042 Medical Scientists, Except Epidemiologists_Note 2021 figures to be released May 2022) <https://www.bls.gov/oes/current/oes191042.htm>

FEDERAL COST: The estimated annual cost to the Federal government is \$1389

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Animal Welfare Program Specialist	14/5	\$138,866	1%		\$1389
Contractor Cost					
Travel					
Other Cost					
TOTAL					\$1389

* the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/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?
 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?

Members of the animal welfare communities who choose to register for the ICARE Dialogues Online Discussion Groups (limited to 25 people for each of 3 sessions).

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 No