

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 Virtual Seminar on Program Funding and Administration

PURPOSE:

We are seeking information from individuals who will attend the 2021 NIH Virtual Seminar on Program Funding and Grants Administration Conference to be held on November 1, 2021 through November 4, 2021. The seminar is intended to help demystify the application and review process, clarify Federal regulations and policies, and highlight current areas of special interest or concern. The information will be used to collect programmatic preferences for the attendees, data on types of participants, and level of NIH experience tailor the conference program and approach. We are planning to gather feedback at the end of the seminar using the Generic Clearance for the Collection of Routine Customer Feedback form OMB # 0925-0648, exp., date 6/2024.

DESCRIPTION OF RESPONDENTS:

Respondents will be researchers, research administrators, grant writers, students, and others who attend the virtual seminar.

TYPE OF COLLECTION: (Check all that applies)

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: Omar McCrimmon

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 [X] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [X] 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	11,000	1	6/60	1,100
Totals	11,000	11,000		1,100

COST TO RESPONDENT

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Private Sector	1100	\$38.15	\$41,965
Totals			\$41,965

*Cite source per bls.gov if applicable: Applicable under Life Scientists

https://www.bls.gov/oes/current/oes_nat.htm#19-0000

FEDERAL COST: The estimated annual cost to the Federal government is \$6,826.56

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Communications Specialist	14/8	141,328	2%		\$2,826.56
Contractor Cost					
Contractor/ Communications	n/a	\$100,000	4%		\$4,000
Travel					
Other Cost					
Total					\$6,826.56

*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>

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

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 [X] 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?

Our respondents will be those who are voluntarily registering for the seminar. Although we will not have a list until they complete the registration, based on previous events we are expecting about 11,000 responses from our targeted audience (Researchers, Administrators, and others that are new to working with NIH). All who register will need to complete some required questions as identified in the document provided. However, we are offering some questions that are not required and will be voluntarily answered by the participant. Based on historical numbers, we are expecting 33% of those registering to complete the voluntary questions.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
- [X] 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.