

**Request for Approval under the “Conference, Meeting, Workshop, and Poster  
Session Registration Generic Clearance (OD)”  
(OMB#: 0925-0740 Exp Date: 7/31/2022)**

---

**TITLE OF INFORMATION COLLECTION:** DCP New Grantee Workshop (NCI)

**PURPOSE:**

The Division of Cancer Prevention (DCP) of the National Cancer Institute (NCI) New Grantee Workshop is a key component of our ongoing efforts to foster the careers of promising new cancer researchers and is designed specifically for our grantees who have received their first independent NIH R01 grant within the last two years year. The workshop will include presentations on the structure, roles, and inter-relationships of NIH, NCI, DCP, and the individual programmatic branches within the Division. Information on how grantees can best interact with NCI program and grants administration staff at all stages of their grant life cycle will be emphasized.

**DESCRIPTION OF RESPONDENTS:**

Extramural investigators funded by NIH

**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: Mela Asefa

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	30	1	2/60	1
<b>Totals</b>		<b>30</b>		<b>1</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	1	\$48.45	\$ 48.45
<b>Total</b>			<b>\$ 48.45</b>

\*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#19-1040](https://www.bls.gov/oes/2020/May/oes_nat.htm#19-1040)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$ 138.87.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Program Director	14/5	\$138,866	.001		\$ 138.87
<b>Contractor Cost</b>					\$0
Travel					\$0
Other Cost					\$0
<b>Total</b>					<b>\$ 138.87</b>

\*\*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>

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

**The selection of your targeted respondents**

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?

Organizers of the NCI Division of Cancer Prevention (DCP) New Grantee Workshop will invite NCI DCP grantees who have received their first independent NIH R01, grant, K awards in the area of prevention and/or those with a diversity supplement within the last two years. Additionally, NCI DCP Program Officers and staff will be invited to attend the workshop.

**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.**