

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: Breast Cancer Epidemiology Symposium in Ghana (NCI)

PURPOSE: The information to be collected will enable the organizers of the “Symposium on Breast Cancer Epidemiology in Ghana” to adequately plan the logistics of the symposium, including abstracts and presentations.

DESCRIPTION OF RESPONDENTS: This virtual symposium is targeting researchers, public health practitioners, epidemiologists, fellows, residents, and students interested in breast cancer epidemiology and public health in Ghana, and it is open to all interested participants.

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: Mustapha Abubakar

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	100	1	5/60	8
Totals		100		8

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	8	\$ 48.45	\$ 387.60
Total			\$ 387.60

*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.

FEDERAL COST: The estimated annual cost to the Federal government is \$1,388.66.

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

**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 [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?

This is a virtual symposium that is open to all interested participants. Participants will be reached through the NCI website, institutional listserves, advertising to academic settings, collaborators, professional societies, and social media handles.

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 [x] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.