

**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:** Registration information collection for the NIH Sexual & Gender Minority Health Scientific Interest Group Networking Session

**PURPOSE:**

The Sexual & Gender Minority Research Office (SGRMO) and the Sexual & Gender Minority (SGM) Health Scientific Interest Group at the National Institutes of Health (NIH) is offering an hour-long networking session for SGM health researchers. The purpose of the networking session is to connect current and potential researchers who are interested in SGM health research. This session will also foster mentor relationships within the extramural research community among promising or aspiring researchers in SGM health and those who conduct it. Additional details about the SGMRO and its programing may be found by visiting: <https://dpcpsi.nih.gov/sgmro> and for the SGM Health Scientific Interest group: <https://oir.nih.gov/sigs/sexual-gender-minority-health-scientific-interest-group>.

**DESCRIPTION OF RESPONDENTS:**

The networking session is open to university faculty, postdoctoral fellows, graduate students, researchers, science administrators, and advocacy groups in SGM health-related disciplines, such as aging, cancer, chronic diseases, HIV, infectious diseases, mental health, sexual and reproductive health, substance abuse/tobacco use, and other biomedical research disciplines related to the NIH mission. Primary candidates are full-time academic faculty, doctoral students, postdocs, administrators, and advocacy groups. We estimate the session to have 150 attendees register.

**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: Irene Avila, PhD ([avilai@mail.nih.gov](mailto:avilai@mail.nih.gov); 301-594-9701)

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 [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 (not-for-profit) | 150                | 1                               | 5/60                         | 13                 |
| <b>Totals</b>                   |                    | 150                             |                              | <b>13</b>          |

| Category of Respondent          | Total Burden Hours | Wage Rate* | Total Burden Cost |
|---------------------------------|--------------------|------------|-------------------|
| Private Sector (not-for-profit) | 13                 | \$51       | \$663             |
| <b>Totals</b>                   | <b>13</b>          |            | <b>\$663</b>      |

\* [https://www.bls.gov/oes/current/oes\\_47900.htm#19-0000](https://www.bls.gov/oes/current/oes_47900.htm#19-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is **\$404**

| Staff                      | Grade/Step | Salary*   | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|----------------------------|------------|-----------|-------------|------------------------|---------------------|
| <b>Federal Oversight</b>   |            |           |             |                        |                     |
| Scientific Program Analyst | 14/4       | \$131,518 | 0.15%       |                        | \$197.00            |
| Program Analyst            | 13/1       | \$103,690 | 0.2%        |                        | \$207.00            |
|                            |            |           |             |                        |                     |
| <b>Contractor Cost</b>     |            |           |             |                        |                     |
| Website Developer          |            |           |             |                        |                     |
| Travel                     |            |           |             |                        |                     |
| Other Cost                 |            |           |             |                        |                     |
|                            |            |           |             |                        |                     |
| <b>Total</b>               |            |           |             |                        | <b>\$404.00</b>     |

\* the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>

### **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?

The SGM Health Scientific Interest Group has a listserv with compiled emails of specific individuals that will be sent an invitation email to register for the networking session.

### **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

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