

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.

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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 (not-for-profit)	150	1	5/60	13
Totals		150		13

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

* 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
Federal Oversight					
Scientific Program Analyst	14/4	\$131,518	0.15%		\$197.00
Program Analyst	13/1	\$103,690	0.2%		\$207.00
Contractor Cost					
Website Developer					
Travel					
Other Cost					
Total					\$404.00

* 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.