

**Request for Approval under the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)”**

**(OMB#: 0925-0740 Exp Date: 07/2022)**

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**TITLE OF INFORMATION COLLECTION:** 2021 Annual Meeting  
Building Interdisciplinary Research Careers in Women’s Health (BIRCWH) Program

**PURPOSE:**

Created by the Office of Research on Women's Health (ORWH), the Building Interdisciplinary Research Careers in Women's Health (BIRCWH) is a mentored career-development program designed to connect junior faculty, known as BIRCWH Scholars, to senior faculty with shared interest in women's health and sex differences research. Since the program was created in 2000, 88 grants to 44 institutions supporting more than 700 junior faculty have been awarded by ORWH and its partners among the NIH institutes and centers. The annual meeting provides a forum for BIRCWH scholars and senior faculty to share research findings through presentations, and poster sessions and engage in networking opportunities.

**DESCRIPTION OF RESPONDENTS:** Researchers, scientists, clinical providers, general public

**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: Priscilla Logan-Waller

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            | 500                | 1                               | 5/60                         | 42                 |
|                        |                    |                                 |                              |                    |
| <b>Totals</b>          |                    | 500                             |                              | 42                 |

**COST TO RESPONDENT**

| Category of Respondent | Total Burden Hours | Wage Rate* | Total Burden Cost |
|------------------------|--------------------|------------|-------------------|
| Conference attendees   | 42                 | \$38.15    | \$1602.30         |
|                        |                    |            |                   |
| <b>Totals</b>          |                    |            | \$1602.30         |

\*Cite source per bls.gov if applicable

[https://www.bls.gov/oes/2020/may/oes\\_nat.htm#19-0000](https://www.bls.gov/oes/2020/may/oes_nat.htm#19-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$938.

| Staff                          | Grade/Step | Salary*   | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|--------------------------------|------------|-----------|-------------|------------------------|---------------------|
| Health Scientist Administrator | 15/10      | \$172,500 | 1%          |                        | \$138               |
| Communications Director        | 13/7       | \$124,428 | 1%          |                        | \$100               |
|                                |            |           |             |                        |                     |
| <b>Contractor Cost</b>         |            | \$70,000  | 1%          |                        | \$700               |
|                                |            |           |             |                        |                     |
| Travel                         |            |           |             |                        |                     |
| Other Cost                     |            |           |             |                        |                     |
|                                |            |           |             |                        |                     |
| <b>Total</b>                   |            |           |             |                        | \$938               |

\*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  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?

### **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.**