

**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:** 2022 ICARE OLAW Conversations Registration

**PURPOSE:**

**This is an application to approve a series of 4 online sessions focused on topics related to animal care and use called OLAW Conversations.**

The ICARE Project is a collaborative project of the US Government agencies that use animals, led by OLAW. PHS Assured institutions utilize ICARE training for their employees to facilitate effective functioning and decision-making of US Institutional Care and Use Committees (IACUCs) and their institutions to improve animal welfare and increase compliance with federal standards while minimizing regulatory burden.

OLAW Conversations comprise a series of 4 virtual discussions. Each session is limited to 500 participants. The goal is to discuss issues relevant to the animal welfare community and collaboratively address compliance challenges. There is no cost to attendees. Topics include:

- Top 3 Regulatory Noncompliances and Using Past Mistakes to Improve Your Animal Care and Use Program
- Inclusive IACUCs: Effective Ways to Leverage Nonscientist/Nonaffiliated Members
- Enrichment that Works: Assessing the Effectiveness of Your Institution’s Enrichment Program
- Improving Enrichment and Handling Practices for Laboratory Fish
- 21<sup>st</sup> Century Cures Act Q & A

To better tailor the approaches and materials to the participants, the following information will be collected:

Name

Email

Organization (Name of Institution)

Job title/role

Information is collected through a third-party contractor website, Event Source Professionals, Inc. (ESP). The information collected is necessary to ensure the appropriate stakeholders register, and for processing registration and communicating session information to participants. Screenshots are included in supporting documents.

**DESCRIPTION OF RESPONDENTS:**

Attendees comprise members of academic, corporate, not-for-profit, and government research institutions and are primarily professionals involved in laboratory animal care and use.

**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: Nicolette Petervary, VMD

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 and households)	500	1	2/60	17
<b>Totals</b>		<b>500</b>		<b>17</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individuals and households	17	\$48.94	\$832
<b>Totals</b>			<b>\$832</b>

\* Occupational Employment and Wages, May 2020 19-1042 Medical Scientists, Except Epidemiologists\_Note 2021 figures to be released May 2022) <https://www.bls.gov/oes/current/oes191042.htm>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$1389

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Animal Welfare Program Specialist	14/5	\$138,866	1%		\$1389
<b>Contractor Cost</b>					
Travel					
Other Cost					
<b>TOTAL</b>					<b>\$1389</b>

\* 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>

**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