

**Request for Approval under the “Conference, Meeting, Workshop,
Registration and Challenges Generic Clearance (OD)”
(OMB#: 0925-0740, Exp Date: 09/30/2025)**

TITLE OF INFORMATION COLLECTION: DCEG Emerging Approaches for Tumor Analyses in Epidemiological Studies Workshop 2022 (NCI)

PURPOSE: To solicit registration information from the current staff (including employees, fellows, and contractors) in the Division of Cancer Epidemiology and Genetics (DCEG) and Center for Cancer Research (CCR) at the National Cancer Institute (NCI) for the Annual DCEG “Emerging Approaches for Tumor Analyses in Epidemiological Studies” workshop. The workshop includes 12 lectures followed by 12 hands-on workshop sessions, spanning from November 2022 to May 2023. Participants are encouraged to attend all sessions but may choose specific sessions based on topics of interest. On average, we estimate that about 100 people will attend each lecture, with 40 participating in the following hands-on workshop.

This registration collects minimal information regarding the participant’s demographics, personal interests in the workshop topics, bioinformatics background, and whether they need to have an HPC Biowulf account created for them (if they plan to attend the practical sessions). Data collection is voluntary, statistical rigor is not required, registration is of low burden, and public dissemination of the results is not intended. The registration results will be provided to the organizers to account for expected workshop attendance and allocate resources to facilitate the registrant’s practical sessions.

DESCRIPTION OF RESPONDENTS: All staff at DCEG and CCR, including employees, fellows, and contractors.

TYPE OF COLLECTION: (Check all that apply)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Abstract | <input type="checkbox"/> Application |
| <input type="checkbox"/> Challenges and Competition | |
| <input checked="" type="checkbox"/> Registration Form | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a low burden for respondents and a low cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.

Name: Wendy Wong

To assist review, please answer the following question: If you are collecting name and emails, check yes for PII.

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 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: _____

The explanation for incentive: (include a 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

COST TO RESPONDENT

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	8	\$28.01	\$224.08
Total			\$224.08

*Source of the Mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "All Occupations" 00-0000, https://www.bls.gov/oes/current/oes_nat.htm.

FEDERAL COST: The estimated annual cost to the Federal government is \$2,691.24.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Senior Bioinformatician	15/1	\$148,484	1%		\$1,484.84
Contractor Cost					\$1,206.40
Travel					\$0
Other Cost					\$0
Total					\$2,691.24

**The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/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?
[X] 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 describe how you plan to identify your potential group of respondents and how you will select them.

We will be sending out a link to the electronic registration hosted on the NCI event website (events.cancer.gov) to all staff on the NCI DCEG Staff and NCI CCR Staff Listserv. The link to the registration form will be sent to all listserv members.

Administration of the Instrument

How will you collect the information? (Check all that apply)

- [X] 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 ensure that all instruments, instructions, and scripts are submitted with the request.