

**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:** Registrations for Annual Center for Cancer Training (CCT) Courses and Workshops (NCI)

**PURPOSE:**

NCI CCT wishes to collect registration details from participants of courses and workshops to ensure that candidates meet basic eligibility requirements as intramural trainees. The trainees participate in annual courses and workshops throughout the year to learn a variety of scientific and professional topics that improve their career development.

The registrations for all the workshops and training listed will be held annually until September 2025. These courses and workshops are essential to the scientific and professional development of trainees across NCI:

**Our Fall Courses:**

- Translational Research in Clinical Oncology (TRACO) – 14 Sessions per year
- Preparing for Science-Based Non-Traditional Careers (PSNC) – 6 Sessions per year

**Our Spring Courses:**

- Statistical analysis of research data (SARD) – 4 Sessions per year
- Teaching in Medical Education (TIME) – 1 Session per year
- K grant writing workshop – 9 Sessions per year

**Our Summer Courses:**

- Statistical tutorial (ST) – 1 Session Per Year
- Scientific management training (SMT) – 1 Session Per year

**DESCRIPTION OF RESPONDENTS:**

NCI and NIH trainees (e.g., postdocs, postbacs, clinical fellows), staff and clinician scientists, and students to assist in developing those training in basic, clinical, and translational research at the bench beyond.

**TYPE OF COLLECTION:** (Check one)

Abstract

Application

Challenges and Competition

Registration Form

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: Angela Jones

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 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 the number of visits, etc.)

**ESTIMATED BURDEN HOURS and COSTS**

Form Name	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Translational Research in Clinical Oncology (TRACO) (Attachment 1)	Individuals	400	14	5/60	467
Preparing for Science-Based (PSNC) Non-Careers (Attachment 2)	Individuals	450	6	5/60	225
Statistical Analysis of Research Data (SARD) (Attachment 3)	Individuals	200	4	5/60	67
Teaching in Medical Education (TIME) (Attachment 4)	Individuals	50	1	5/60	4
K Grant Writing Workshop (Attachment 5)	Individuals	200	9	5/60	150
Statistical Tutorial (ST) (Attachment 6)	Individuals	200	1	5/60	17
Scientific Management Training (SMT) (Attachment 7)	Individuals	200	1	5/60	17
<b>Totals</b>		<b>1,700</b>	<b>11,350</b>		<b>947</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	142	\$49.44	\$7,020.48
<b>Total</b>			<b>\$7,020.48</b>

\* Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "Medical Scientists" 19-1040, [https://www.bls.gov/oes/2021/May/oes\\_nat.htm#19-1040](https://www.bls.gov/oes/2021/May/oes_nat.htm#19-1040).

**FEDERAL COST:** The estimated annual cost to the Federal government is \$6,732.45

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Lead Program Analyst	14/3	\$134,649	5%		\$6,732.45
<b>Contractor Cost</b>					\$0
Travel					\$0
Other Cost					\$0
<b>Total</b>					<b>\$6,732.45</b>

\*\*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>

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

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 describe 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.

These courses are advertised through NIH/NCI and NCI Frederick listservs, individual labs and committee members, GovDelivery, and cancer.gov websites. Registration is first come, first served. Registration is capped at the number of respondents indicated on page 2 for each course/workshop, and no further registrations are allowed once the maximum number is reached. The online registration site does not allow additional registrations once the cap has been reached.

**Administration of the Instrument**

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

Will interviewers, facilitators, or research coordinators be used? [ ] Yes [ X ] No

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