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

## (OMB#: 0925-0740 Exp Date: 09/2025)

**TITLE OF INFORMATION COLLECTION:** A Virtual Forum on National Institute on Alcohol Abuse and Alcoholism (NIAAA)-supported COVID-19 Research

**PURPOSE:**

The abstract form will be sent by email to grantees interested in presenting their results at a November 2022 virtual forum about NIAAA-supported studies addressing the COVID-19 pandemic. The form is due on October 28, 2022. All information from the form will be used to schedule the event. This is a one-time rather than an annual request.

**DESCRIPTION OF RESPONDENTS**:

Grantees who have received NIAAA funding—either as administrative supplements, competing revisions, or research project grants—to pursue COVID-19 research within the mission of NIAAA and who are interested in presenting at the forum.

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

[ X ] 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 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: Kathy Jung

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ X ] 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 [ X ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [ X ] 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 | 65 | 1 | 45/60 | 49 |
|  |  |  |  |  |
| **Totals** |  | 65 |  | **49** |

**COST TO RESPONDENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **Total Burden**  **Hours** | **Wage Rate\*** | **Total Burden Cost** |
| NIAAA grantees | 49 | $38.81 | $1,901.69 |
|  |  |  |  |
| **Totals** |  |  | $1,901.69 |

\*Source: National estimates for Life, Physical, and Social Science Occupations <https://www.bls.gov/oes/current/oes190000.htm>

**FEDERAL COST:** The estimated cost to the Federal government is $5,712.21

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary\*** | **% of Effort** | **Fringe (if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
| Division Directors (2) | Title 42/SES | $216,046 | 0.4% |  | $1,728.37 |
| Program officers (3) | GS15-7 | $176,300 | 0.4% |  | $2,115.60 |
| Program officers (3) | GS14-8 | $155,687 | 0.4% |  | $1,868.24 |
|  |  |  |  |  |  |
| **Contractor Cost** |  |  |  |  | None |
|  |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Other Cost |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | $5,712.21 |

\*The salaries in table above are cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/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? [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 provide a description of how you plan to identify your potential group of respondents and how you will select them?

The list of respondents is principal investigators who were awarded funding to conduct COVID-19-related research within the mission of NIAAA.

**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

[ X ] Other, Explain: Abstracts will be submitted by email

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

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