

**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)

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Abstract | <input type="checkbox"/> Application |
| <input type="checkbox"/> Challenges and Competition | |
| <input 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 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? 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
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?

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
- Other, Explain: Abstracts will be submitted by email

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.