**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0642 Expiration Date: 03/31/2026)**

**TITLE OF INFORMATION COLLECTION:** The 11th Annual Symposium on Global Cancer Research (NCI)

**PURPOSE:**

The 11th Annual Symposium on Global Cancer Research will be held virtually from April 5, 2023 – April 6, 2023, as a satellite meeting to the 14th Annual Consortium of Universities for Global Health (CUGH) Global Health Conference. The Symposium is organized through a collaboration with the US National Cancer Institute Center for Global Health; CUGH; the American Society of Clinical Oncology (ASCO); the American Association for Cancer Research (AACR); the African Organisation for Research and Training in Cancer (AORTIC); the American Society of Preventive Oncology (ASPO); and Red de Institutos e Instituciones Nacionales de Cáncer – Sociedad Latino Americana y del Caribe De Oncología Médica (RINC-SLACOM). The objectives of this virtual Symposium are to (1) provide a venue for the global oncology research community to exchange information and identify potential areas for collaboration; (2) develop strategic priorities for advancing the field of global oncology; (3) share initiatives that are reducing the burden of cancer in low resource settings; and (4) create opportunities for researchers and program implementers from low resource settings to present their work.

The purpose of this survey is to seek input on whether the Symposium’s core objectives and ideas were achieved. Findings from this survey will be used to inform future symposia.

**DESCRIPTION OF RESPONDENTS**:

NIH Scientists, NIH-funded Researchers, PIs, NCI Designated Cancer Centers, academic institutions, students, and researchers from low- and middle-income countries.

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

[ ] Customer Comment Card/Complaint Form [ X ] Customer Satisfaction Surveys

[ ] Usability Testing (e.g., Website or Software) [ ] Small Discussion Group

[ ] Focus Group [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

**FREQUENCY OF REPORTING: (Check one)**

[ ] Once [ ] Quarterly

[ ] Monthly [ ] On Occasion

[X] Annually [ ] 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: Mishka Cira

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [ X ] No
2. If Yes, is the information that will be collected included in records subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, a token of appreciation) provided to participants? [ ] Yes [ X ] No

Amount: \_\_\_\_\_\_\_\_\_

The explanation for incentive: (include the 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 (Survey) | 100 | 1 | 5/60 |  8 |
| **Totals** |  | **100** |  |  **8** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **Total Burden Hours** | **Hourly Wage Rate\*** | **Total Burden Cost** |
| Individuals |  8 | $49.44 | $ 395.52 |
| **Total** |  |  | **$ 395.52** |

\*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>.

**FEDERAL COST:** The estimated annual cost to the Federal government is **$634.75**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary\*\*** | **% of Effort** | **Fringe** **(if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
|  Program Lead | 13/5 | $126,949 | 5% |  | $634.75 |
| **Contractor Cost** |  |  |  |  | $0 |
| Travel |  |  |  |  | $0 |
| Other Cost (Venue, AV) |  |  |  |  | $0 |
| **Total** |  |  |  |  | **$634.75** |

\*\*The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/23Tables/html/DCB.aspx>

**If you are conducting a focus group or 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 yes, please describe both below (or attach the sampling plan). If the answer is no, please tell how you plan to identify your potential group of respondents and how you will select them.

For surveys: The customer satisfaction surveys will be sent to only those registered for the meetings. The link will be shared at the closing of each day of the Symposium. Registered attendees will receive an email with a link to complete the survey following the meeting.

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