

Mini Supporting Statement A

Request for Approval under the “Generic Clearance for NIH Citizen Science and Crowdsourcing Projects”

NEI Diversity, Equity, Inclusion and Accessibility (DEIA) Strategic Plan

OMB# 0925-0766, exp., 04/2023

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Contact Information

NIH/Program Official

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TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> Data Catalogue | <input type="checkbox"/> Repository of Tools and Best Practices |
| <input type="checkbox"/> Recommendations of scientific reviewers | <input type="checkbox"/> Resources |
| <input type="checkbox"/> Call for Nominations | <input checked="" type="checkbox"/> Other: <u>Feedback</u> |

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The National Eye Institute is inviting NEI stakeholders to review the NEI Diversity, Equity, Inclusion and Accessibility (DEIA) Strategic Plan and take the accompanying survey to offer feedback, ideas, and reflections.

A.2 Purpose and Use of the Information Collection

The focus is on promoting wide engagement in understanding the priorities of the NEI DEIA Strategic Plan and gathering input from the widest array of NEI stakeholders. During this phase, NEI will introduce the DEIA Strategic Plan “preview” to NEI staff, create several mechanisms to capture, review and respond to staff feedback. Taking a strategic and thoughtful approach over the next several months will be critical in getting the necessary buy-in and engagement for implementation of the strategic plan by NEI Senior Leadership and the NEI DEIA Council.

A.3 Use of Information Technology to Reduce Burden

HHS Privacy Impact Assessment (PIA) for Survey Monkey
TPWA Unique Identifier: T-5919681-488370

The collection of this information involves the use of the software tool Survey Monkey, which allows for electronic submission of responses. This tool will reduce the burden of time for stakeholders and also the analysis of the data given that it is aggregated and summarized. SurveyMonkey.com is a company that offers powerful web-based survey solutions so organizations of all sizes can gain the insights they need to make more informed decisions. It enables users to create their own web-survey, collect responses and analyze results using free (e.g., basic) and enhanced paid products and services (e.g., select, gold and platinum). It is used by survey creators (people who create and conduct surveys online) and survey respondents (people who answer those surveys). It allows a user to design a survey using several question formats (e.g., multiple choice, true/false, open-ended) and color palettes, e-mail and track respondents and export data into SAS/SPSS programs for more complex analysis.

A.4 Efforts to Identify Duplication

By default, Multiple Responses in Survey Monkey is turned off for collectors, meaning the survey allows only one response per browser or email address. When Multiple Responses is off and someone tries to take the survey again using the same browser, they'll see a message that they already took the survey.

A.5 Impact on Small Businesses or Other Small Entities

N/A

A.6 Consequences of Collecting the Information Less Frequently

Prioritizing Diversity, Equity, Inclusion and Accessibility (DEIA) matters because it is “people work” and critical for building a culture where every person feels seen, heard, and valued. DEIA generates intentional strategies to

bring forth and amplify voices so we can be more inclusive, more respectful, and increase everyone’s sense of dignity and belonging. DEIA means creating environments for all our staff members where everyone has ample opportunity for growth and development.

A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This survey will be implemented in a manner that fully complies with 5 C.F.R. 1320.5. *Standard text*

A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

N/A

A.9 Explanation of Any Payment of Gift to Respondents

N/A

A.10 Assurance of Confidentiality Provided to Respondents

Private to the extent permitted by law and Personally Identifiable Information (PII) will not be collected.

A.11 Justification for Sensitive Questions

N/A

A.12.1 Estimated Annualized Burden Hours

Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

A.12-1 Estimated Annualized Burden Hours

Type of Collection	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Hours
Individual Feedback	285	1	30/60	143

Total		285		143
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A.12-2 ANNUALIZED COST TO RESPONDENTS

Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item A.14.

A.12-2 Annualized Cost to the Respondents

Type of Respondents	Total Annual Burden Hours	Hourly Respondent Wage Rate*	Respondent Cost
Individual Feedback	143	38.31	\$5,478.33
TOTAL	143		\$5,478.33

**Cite source per bls.gov if applicable https://www.bls.gov/oes/current/oes_nat.htm.

A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

Provide an estimate of the total annual cost burden to respondents or record-keepers resulting from the collection of information.

A.14 Annualized Cost to the Federal Government

Provide estimates of annualized cost to the Federal government. This includes FTE and contract cost.

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Management Analyst	14/5	\$143,064	0.5%		\$600.00
Contractor Cost					\$0.00
Travel					\$0.00
Other Cost					\$600.00

*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule>
 At a minimum there should be federal oversight costs. Fill others as applicable.
 Highlighted shaded areas are exempt from data entry.

A.15 Explanation for Program Changes or Adjustments

N/A

A.16 Plans for Tabulation and Publication and Project Time Schedule

N/A

A.17 Reason(s) Display of OMB Expiration Date is Inappropriate

We are not requesting an exemption to the display of the OMB Expiration date. *standard text*

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

This survey will comply with the requirements in 5 CFR 1320.9. *standard text*