

Mini Supporting Statement A
Request for Approval under the “Generic Clearance for NIH Citizen Science and Crowdsourcing Projects”

NIH Office of Intramural Training & Education (OITE) –
NIH Intramural Research Program (NIH-IRP) Trainee Climate Survey

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

Patricia Wagner, PhD
Email: wagnerpa@od.nih.gov
Phone: 240-476-3619

NIH Office of Intramural Training & Education (OITE)
2 Center Drive
Building 2 / 2nd Floor
Bethesda, MD 20852

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| <input checked="" 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 type="checkbox"/> Other: _____ |

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The OITE provides several services to the NIH trainees (summer interns, postbaccalaureates, graduate students, postdoctorates, clinical fellows, research fellows and NIH staff (staff scientists and staff clinicians) by providing services that cover major topics such as: communication, career development, leadership, mentoring and other personal development.

To assess the effectiveness of the trainees' research and career development, the NIH leadership wishes to collect feedback from current participants in the Intramural Research Program (IRP) training programs to assess the diversity, training, mentoring, and other key information about their experiences. The climate survey will collect information on the following topic areas: training position; demographics; perception of research group and principal investigator; training conditions; and mentoring conditions.

A.2 Purpose and Use of the Information Collection

The OITE will use a FedRamp approved survey software that has features to restrict access to a specific population while maintaining anonymity of the respondents. Collected information will be used to identify issues related to research, mentoring, career development experiences and diversity of the trainee population. Failure to collect information related to the NIH-IRP trainees and their experiences will seriously impede the NIH-IRP institutes-centers to resolve issues and effectively train future biomedical scientists.

A.3 Use of Information Technology to Reduce Burden

The FedRamp approved online software has features designed to create a user-friendly survey, including but not limited to display options for computer vs. mobile devices, skip-logic, and conditional display of questions based on previous answers. All of these features will be implemented to minimize the respondent burden to the Climate Survey.

A.4 Efforts to Identify Duplication

The NIH leadership requests feedback from all trainees performing research within the Intramural Research Program (NIH-IRP). There is no duplication.

A.5 Impact on Small Businesses or Other Small Entities

N/A

A.6 Consequences of Collecting the Information Less Frequently

The OITE will collect information from the NIH-IRP trainee population on an annual basis to determine the effectiveness of actions to resolve identified issues from the previous collection period.

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.

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

Neither payments nor gifts will be distributed to the NIH-IRP trainees to encourage completion and submission of the Climate Survey.

A.10 Assurance of Confidentiality Provided to Respondents

All submissions to the Climate Survey will be anonymous and restricted to the participants in the NIH-IRP training program. The Climate Survey will not collect personally identifiable information (PII).

A.11 Justification for Sensitive Questions

Demographic questions included in the Climate Survey are based upon the “HHS Workforce Demographic Survey: Who You Are Matters!”. Using the same demographic questions as presented in the HHS demographic survey will enable the NIH-IRP leadership to have a valid comparison of the trainee population.

A.12.1 Estimated Annualized Burden Hours

The estimate time to complete the Climate Survey is based on the number and configuration of questions. The FedRamp approved software estimates the burden time to be approximately 30 minutes (see Table 12A-1) for each response.

The following table indicates the annualized burden hours to the NIH-IRP trainees based on a 50% response rate from the original NIH-IRP trainee population.

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individual (Postbaccalaureate Trainees)	825	1	30 / 60	413
Individual (Master’s Degree Trainees)	25	1	30 / 60	13
Individual (Graduate Degree Trainees)	175	1	30 / 60	88
Individual (Medical Degree Trainees)	25	1	30 / 60	13
Individual (Post-Doctorate Trainees)	1500	1	30 / 60	750
Totals		2550		1275

A.12-2 Annualized Cost to Respondents

The following table indicates the annualized cost to respondents. The hourly wage of the trainees is based on the NIH-IRP Trainee Stipend tables based on educational status:

- Postbaccalaureate Trainees - https://www.training.nih.gov/postbac_irta_stipend_levels
- Master’s Degree Trainees - https://www.training.nih.gov/predoctoral_irta_stipend_levels
- Graduate Degree Trainees - https://www.training.nih.gov/predoctoral_irta_stipend_levels
- Medical Degree Trainees - https://www.training.nih.gov/predoctoral_irta_stipend_levels
- Postdoctorate Trainees - https://www.training.nih.gov/postdoctoral_irta_stipend_ranges

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individual (Postbaccalaureate Trainees)	413	\$16.71	\$6,902.00
Individual (Master’s Degree Trainees)	13	\$17.45	\$227.00
Individual (Graduate Degree Trainees)	88	\$17.45	\$1,536.00
Individual (Medical Degree Trainees)	13	\$17.45	\$227.00
Individual (Post-Doctorate Trainees)	750	\$27.60	\$20,700.00
Totals	1275	n/a	\$29,592.00

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

There are no capital costs, operating costs, or maintenance costs to report.

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					
Program Analyst OITE	G13-S05	\$117,505.00	0.10%	~	\$118.00
Deputy Director OITE	G14-S04	\$138,856.00	0.10%	~	\$139.00
Director OITE	Title 42	\$200,000.00	0.10%	~	\$200.00
Contractor Cost					
~	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
Total Cost	~	~	~	~	\$457.00

*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

The OITE plans to generate a report on the NIH-IRP trainee responses that will include tabulation of key data, written responses from trainees, and possible remedies to any identified issues. This report will be shared with the NIH-IRP leadership.

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.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

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