

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

(OMB#: 0925-0766 Exp., date: 04/2023)

TITLE OF INFORMATION COLLECTION: NLM Traveling Exhibition Host Venue Report

PURPOSE:

The National Library of Medicine (NLM) produces and manages banner-style traveling exhibitions that libraries and cultural institutions book and display locally for six weeks. This request is for NLM to collect feedback and voluntary information from the institutions that book and host NLM traveling exhibitions about their experiences. An online report instrument will solicit responses from the institutions about their efforts and outcomes of hosting and introducing NLM traveling exhibitions to their communities. The information from the report will be used to assess the impact of and needed improvements in its traveling exhibition services.

DESCRIPTION OF RESPONDENTS:

NLM maintains a list of host institution contacts for all traveling exhibition bookings. Those contacts at the end of exhibition bookings make up the pool of possible respondents to the survey. Annually, there are more than 330 traveling exhibition bookings, for which hosting institutions will receive the online survey request.

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 checked="" type="checkbox"/> Resources |
| <input type="checkbox"/> Call for Nominations | <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.
4. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
5. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Martha Meacham, NNLM/OET/LO/NLM

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 N/A
3. If Applicable, has a System or Records Notice been published? Yes No N/A

Gifts or Payments:

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

ESTIMATED BURDEN HOURS and COSTS

Forms	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
survey	Individuals/ households	900	1	15/60	225
Follow-up script	Individuals/ households	270	1	2/60	9
	Totals		900		234

COST TO RESPONDENT

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals or households	234	\$28.01	\$6,554.34
Totals			\$6,554.34

* The General Public wage rate (Median wage for “All Occupations”) was obtained from [May 2021 National Occupational Employment and Wage Estimates \(bls.gov\)](https://www.bls.gov/news.release/ocwage.toc.htm).

FEDERAL COST: The estimated annual cost to the Federal government is \$5,513.74

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Project Director	14/3	\$134,649	.5%		\$673.24
Contractor Cost		\$96,810	5%		\$4,840.50
Travel					
Other Cost					
Total					\$5,513.74

*The Salary in table above is cited from: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/html/DCB.aspx>

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your 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?

NLM maintains a list of host institution contacts for all traveling exhibition bookings. Those contacts make up the pool of possible respondents to the survey. NLM sends an email with the link to the online survey to each host contact a day or two after the exhibition's closing date. Follow-up calls are made to about 30% and/or 270 of the 900 respondents for confirming receipt of the email with the survey link and to help gather information from those host institutions that have not completed the online survey in 10-15 days after the closing date.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
[X] Web-based or other forms of Social Media
[] Telephone
[] In-person
[] Mail
[] Other, Explain
2. Will interviewers or facilitators be used? [] Yes [X] No