

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback”**

(OMB#: 0925-0648 Expiration Date: 05/2021)

TITLE OF INFORMATION COLLECTION: NIMH IRP Laboratory/Branch Chief
Performance Satisfaction Survey

PURPOSE:

The National Institute of Mental Health (NIMH) Intramural Research Program (IRP) will distribute a survey to IRP Principal Investigators, staff, and trainees requesting their anonymous feedback on satisfaction with the performance of IRP Laboratory/Branch (L/B) Chiefs. The survey data will inform the reviews of L/B Chiefs by the NIMH Board of Scientific Counselors (BSC). L/B members’ satisfaction is a valuable measurement to inform the evaluation of L/B Chiefs. The BSC review meetings are closed to the public in accordance with the provisions set forth in section 552b(c)(6), Title 5, U.S. Code and Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2). Therefore, the results of the surveys, which will collect data to inform the closed proceedings, will not be available to the public.

DESCRIPTION OF RESPONDENTS:

Respondents will be members of the Laboratory/Branch under evaluation. They may be NIH-employed researchers, contractors, or trainees. NIMH labs/branches whose Chiefs will be reviewed from 2021-2024 include: Laboratory of Brain and Cognition, Emotion and Development Branch, Molecular Imaging Branch, Laboratory of Neuropsychology, Human Genetics Branch, and Experimental Therapeutics and Pathophysiology Branch.

TYPE OF COLLECTION: (Check *all that applies*)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g. Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <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. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. 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: Jennifer E. Mehren, Ph.D., Division of Intramural Research Programs, NIMH

To assist review, please provide answers to the following questions:

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
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, 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 |
|------------------------|--------------------|---------------------------------|------------------------------|--------------------|
| Individuals/Households | 400 | 1 | 5/60 | 33 |
| Totals | | 400 | | 33 |

COST TO RESPONDENTS

| Category of Respondent | Total Burden Hours | Wage Rate* | Total Burden Cost |
|------------------------|--------------------|------------|-------------------|
| Individuals/Households | 33 | \$41.29/hr | \$1,363 |
| Totals | | | \$1,363 |

* Respondent wage rate data are from the Life Scientists, All Other (19-1099) category at http://www.bls.gov/oes/current/oes_nat.htm#00-0000.

FEDERAL COST: The estimated annual cost to the Federal government is \$ 2,508

| Staff | Grade/Step | Salary* | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|---------------------------|------------|-----------|-------------|------------------------|---------------------|
| Federal Oversight | | | | | |
| Senior Scientific Advisor | 15/6 | \$166,487 | 0.4 | | \$666 |
| Program Specialist | 12/3 | \$92,091 | 2 | | \$1,842 |
| Contractor Cost | | | | | |
| | | | | | |
| Travel | | | | | |
| Other Cost | | | | | |
| Total | | | | | \$2,508 |

*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/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 Office of the Scientific Director will provide a list of lab/branch members from the last four years. We will send the survey to all members listed.

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

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.