

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 06/30/2024)**

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**TITLE OF INFORMATION COLLECTION:** NIH Scientific Workshop on Violence and Related Health Outcomes in Sexual & Gender Minority Communities – Customer Feedback

**PURPOSE:**

The National Institutes of Health (NIH) is holding a four-phase virtual NIH Scientific Workshop on Violence and Related Health Outcomes in Sexual and Gender Minority (SGM) Communities. The purpose of the workshop is to enhance our understanding of violence against SGM individuals and identify opportunities in violence-related research. The Sexual & Gender Minority Research Office wishes to collect feedback from participants of the scientific Workshop. Responses will be used to enhance the planning of future workshops at NIH.

**DESCRIPTION OF RESPONDENTS:**

The workshop participants are invited university faculty, postdoctoral fellows, graduate students, researchers, science administrators, community organizations, and non-profit organizations in SGM health and violence-related disciplines related to the NIH mission. The workshop is limited to approximately 120 attendees.

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

- |  |  |
|--|--|
| <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: \_ Irene Avila, PhD ([avilai@mail.nih.gov](mailto:avilai@mail.nih.gov); 301-594-9701)

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
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 [X] No

**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	120	1	10/60	20
<b>Totals</b>		120		<b>20</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	20	\$51	\$1,020
<b>Totals</b>			<b>\$1,020</b>

\* [https://www.bls.gov/oes/current/oes\\_47900.htm#19-0000](https://www.bls.gov/oes/current/oes_47900.htm#19-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is     \$404

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Federal - 1	GS-14-4	\$131,518	0.15%		\$197
Federal - 2	GS-13-1	\$103,690	0.2%		\$207
<b>Contractor Cost</b>					
Travel					
Other Cost					
<b>Total</b>					<b>\$404</b>

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>

**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?

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 SGMRO will send an email to ask all of the multiphase workshop participants to complete the electronic feedback form (<https://survey.alchemer.com/s3/6475127/NIH-Violence-Workshop-Participant-Satisfaction-Feedback>) at the end of the meeting.

### **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

Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**