

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

TITLE OF INFORMATION COLLECTION: Geron News Survey

PURPOSE: The purpose of the survey is to collect feedback from members of the NIA IRP community regarding the current format of the Geron News, an internal publication used to share information with staff, and for consideration in determining the future format of the publication and specific areas of interest. With the amount of information communicated on a daily basis via email, we often experience ‘information overload.’ We want to hear from all members of our NIA IRP community to improve communication using this as a tool to focus on specific areas of interest such as administrative highlights, scientific accomplishments, training opportunities, etc. The feedback will be considered by the NIA Scientific Director before implementing any changes.

DESCRIPTION OF RESPONDENTS: NIA IRP full time equivalent (FTE) federal employees and non-FTEs including contractors, trainees/fellows, guest researchers, and special volunteers.

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: Jamie Hertzfelt, Chief of Staff, OSD, IRP, NIA

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	642	1	5/60	54
Totals		642		54

COST TO RESPONDENT

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
individuals	54	\$27.07	\$1,462
Totals			\$1,462

* The General Public wage rate (Mean wage rate for “All Occupations”) was obtained from [May 2020 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 \$513

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Chief of Staff	14/7	\$151,479	.1		\$151
Program Specialist	13/2	\$110,384	.1		\$110
Contractor Cost					
Admin Assistant III	N/A	\$84,134**	.3		\$252
Travel					
Other Cost					
Total					\$513

*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf>

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?

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

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