## 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:** Survey to collect feedback on the use of virtual meeting platforms for NIH Advisory Council meetings (CSR)

**PURPOSE:** In March 2020 the NIH quickly shifted to virtual Federal Advisory Committee meetings due to the COVID-19 pandemic. As NIH considers the *Future of Work* it is important to understand how virtual FACA meetings can be most effective and efficient. The recent change to virtual meetings also raised new conversations regarding diversity, equity, inclusion, and accessibility in relation to FACA membership, meeting participation, and scientific topics. This survey aims to assess Special Government Employees’ experiences serving on FACA meetings and to determine any differences in the quality and preference of in-person vs. virtual meetings. The survey results will be used to make recommendations on the format and structure of future NIH Advisory Council Meetings.

**DESCRIPTION OF RESPONDENTS**: Respondents will be approximately 800 NIH Special Government Employees who served on National Advisory Councils or Boards (NAC), Program Advisory Committees (PAC), and the Board of Scientific Counselors (BSC) between 2018-2022.

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

[ ] Customer Comment Card/Complaint Form [**X**] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group

[ ] Focus Group [] 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: Tracy Waldeck\_\_

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [**X**] 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 | 800 | 1 | 5/60 | 67 |
|  |  |  |  |  |
| **Totals** |  | 800 |  | **67** |

**COST TO RESPONDENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **Total Burden**  **Hours** | **Hourly Wage Rate\*** | **Total Burden Cost** |
| Individuals | 67 | $38.15 | $2,556.05 |
|  |  |  |  |
| **Totals** |  |  | **$2,556.05** |

\* The wage rate was obtained from <https://www.bls.gov/oes/2020/may/oes_nat.htm#19-0000>

**FEDERAL COST:** The estimated annual cost to the Federal government is 5169.42

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary\*** | **% of Effort** | **Fringe (if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
| Program Analyst | GS - 13/6 | 124,626 | 3% |  | 3,738.78 |
| Health Scientist Administrator | GS – 14/5 | 143,064 | 1% |  | 1,430.64 |
|  |  |  |  |  |  |
| **Contractor Cost** |  |  |  |  | N/A |
|  |  |  |  |  |  |
| Travel |  |  |  |  | N/A |
| Other Cost |  |  |  |  | N/A |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | **5,169.42** |

\*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 S?

The NIH Office of Federal Advisory Committee Policy is collecting email addresses from IC Committee Management Officials of Special Government Employees (SGE) who served on NAC, PAC, and BSC Federal Advisory Committees between 2018-2022. All SGEs serving between 2018-2022 will be surveyed.

**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 – online survey

1. Will interviewers or facilitators be used? [ ] Yes [ **X** ] No

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