## 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:** NIH Sexual & Gender Minority Health Scientific Interest Group Grantspersonship Session – Customer Feedback

**PURPOSE:**

The NIH Sexual & Gender Minority Research Office (SGMRO) and the Sexual & Gender Minority (SGM) Health Scientific Interest Group at the National Institutes of Health (NIH) are offering a two hour-long grantspersonship session for SGM health researchers in training positions. The purpose of the grantspersonship session is to increase the understanding of the NIH structure and processes among researchers and potential researchers who are interested in SGM health. This session will provide trainees with the opportunity to interact with NIH staff. Additional details about the SGMRO and its programming may be found by visiting: <https://dpcpsi.nih.gov/sgmro> and for the SGM Health Scientific Interest group: <https://oir.nih.gov/sigs/sexual-gender-minority-health-scientific-interest-group>. Responses will be used to enhance the planning of future virtual grantspersonship sessions at NIH.

**DESCRIPTION OF RESPONDENTS**:

The session is open to NIH Intramural Research Program fellows, graduate students, postdoctoral fellows, researchers, science administrators, and university faculty in SGM health-related disciplines, such as aging, cancer, chronic diseases, HIV, infectious diseases, mental health, sexual and reproductive health, substance abuse/tobacco use, and other biomedical research disciplines related to the NIH mission. Primary candidates are trainees at the doctoral and postdoctoral level. We estimate an approximately 150 attendees.

**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.

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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 [X] 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 | 150 | 1 | 5/60 | 13 |
|  |  |  |  |  |
| **Totals** |  | 150 |  | **13** |

**COST TO RESPONDENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **Total Burden**  **Hours** | **Hourly Wage Rate\*** | **Total Burden Cost** |
| Individuals | 13 | $51 | $663 |
|  |  |  |  |
| **Totals** |  |  | **$663** |

\* <https://www.bls.gov/oes/current/oes_47900.htm#19-0000>

**FEDERAL COST:** The estimated annual cost to the Federal government is \_\_\_**$431**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary\*** | **% of Effort** | **Fringe (if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  |  |
| Senior Advisor | GS-15-2 | $149,153 | 0.15% |  | $224 |
| Program Analyst | GS-13-1 | $103,690 | 0.2% |  | $207 |
|  |  |  |  |  |  |
| **Contractor Cost** |  |  |  |  |  |
|  |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Other Cost |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | **$431** |

\*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? [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?

The SGMRO will send an email to session participants who registered to complete the electronic feedback form (<https://www.surveymonkey.com/r/VRTNSGY>) at the end of the meeting.

**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

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

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