

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

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**TITLE OF INFORMATION COLLECTION:**

Roundtable on Preventing Harassment in Isolated Scientific Research Environments: Post-event Customer Feedback Survey

**PURPOSE:**

The purpose of this data collection is to collect customer feedback post-event. A description of the event follows.

The Interagency Working Group on Inclusion in STEM, a component of the National Science and Technology Council, is hosting a roundtable on Preventing Harassment in Isolated Scientific Research Environments.

The roundtable aims to:

- Raise awareness of the extent of harassment in scientific research environments and its forms;
- Present examples of how organizations and individuals are addressing harassment in various research environments, and;
- Provide resources for organizations and individuals working to create effective, actionable policies to address harassment in research environments.

This event will be open to the public and employees of federal agencies.

Speakers at the event will include leaders and members of the National Science Foundation, Smithsonian Institute, University of South Florida, University of Wisconsin-Madison, US Department of Agriculture, and the Integrated Ocean Observing System Association.

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The purpose of the Interagency Working Group on Inclusion in STEM (IWGIS) is to advise the National Science and Technology Council, Committee on STEM Education on coordinating activities regarding inclusion in STEM fields across the Federal government, with a focus on identifying research, best practices, and policies on how to promote diversity and inclusion of all groups in the Federal STEM workforce, including women, people from underrepresented racial and ethnic groups, and persons with disabilities. The group was formed in 2017 in response to the American Innovation and Competitiveness Act.

**DESCRIPTION OF RESPONDENTS:**

The respondents will be the attendees at this virtual event. Respondents can include federal and non-federal workers, human resources specialists, tenured and tenure-track principal investigators, staff scientists, research fellows, scientists, organization executives, administrators, and interested members of the public.

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

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|--|--|
| <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: Bryant Dorian Maldonado

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	300	1	1/60	5
<b>Totals</b>		300		5

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	5	\$22.00	\$110.00
<b>Totals</b>	5		<b>\$110.00</b>

\*Median hourly wage for all occupations (code 00-0000) from Bureau of Labor Statistics ([https://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/current/oes_nat.htm#00-0000)).

**FEDERAL COST:** The estimated annual cost to the Federal government is \$224.59.

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Management Analyst	12/1	89,834	0.25 %		224.59
<b>Contractor Cost</b>					
Travel					
Other Cost					
<b>Total</b>					224.59

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/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?  
 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?

Targeted respondents will be webinar attendees who will have a chance to respond to this voluntary survey at the end of the webinar by electronic methods.

**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