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: NINDS Funding Webpage Feedback

PURPOSE:

To conduct usability testing for part of the NINDS website that includes information on NINDS research funding. Website users will be invited to share their experience using these webpages, and the data collected will be used to inform improvements to current funding pages in an effort to enhance readability and helpfulness for users. The usability testing will consist of a short introductory survey (online) followed by three interview questions asked as the participants visit and interact with the NINDS website.

DESCRIPTION OF RESPONDENTS:

The targeted group includes researchers who have and have not previously visited the NINDS website, ninds.nih.gov. Researchers in attendance at scientific conferences and other events will be invited to participate in this voluntary usability testing.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[x] Usability Testing (e.g., Website or Software)   [ ] Small Discussion Group
[ ] Focus Group   [ ] Other:_____

FREQUENCY OF REPORTING: (Check one)

[ ] Once   [ ] Quarterly
[ ] Monthly   [X] On Occasion
[ ] Annually   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: <u>Cara Long, Office of Science Policy and Planning, NINDS/NIH</u>

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? [x] Yes [ ] No

To encourage participation, $10 gift cards will be given to individuals who opt to participate in the usability test.

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	30	1	20/60	10
Totals		30		**10**

COST TO RESPONDENTS

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	10	43.27	$432.70
Totals			$432.70

*Cite source per bls.gov if applicable, e.g., *Hourly wage rates for 19-1029 Biologic Scientist is $43.27 (based on http://www.bls.gov/oes/current/oes191029.htm).

FEDERAL COST: The estimated annual cost to the Federal government is: $8,904.12

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Supervisory Online Information Specialist	GS-14	$138,856	2%		$ 2,777.12
Travel					$ 1,817
Contractor Cost					
Business Analyst		$125,000	2%		$ 2,500
Travel					$ 1,810
Other Cost					

Total					$ 8,904.12

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?

NINDS staff will conduct this usability testing at scientific conferences widely attended by researchers who receive or who may be interested in NINDS research funding in addition to virtually conducted usability testing in the future. When researchers visit the NINDS exhibit booth at such conferences, NINDS staff will ask if they would be like to participate in a short usability test to gather feedback on research funding pages of the NINDS website. To incentivize participation, researchers who complete the usability testing will receive a $10 gift card.

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
        [x] In-person
        [ ] Mail
        [x] Other, Explain (Virtual by Zoom for some events)

2. Will interviewers or facilitators be used? [x] Yes [ ] No

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