

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 06/31/2024)

TITLE OF INFORMATION COLLECTION: NIEHS Partnerships for Environmental Public Health (PEPH) Metrics Manual Training Pre and Post Training Survey

PURPOSE: To collect feedback from attendees on the effectiveness of a virtual training. Attendees will be given a pre-survey prior to training and then given a post-survey after training to assess the effectiveness.

DESCRIPTION OF RESPONDENTS:

Respondents are grantees and other members of the general public who attend a training hosted by NIEHS.

FREQUENCY OF REPORTING: (Check one)

- Once Quarterly
- Monthly On Occasion
- Annually Other _____

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group
- Customer Satisfaction Survey
- Small Discussion 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: Kristianna Pettibone

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	Survey	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals	Pre/Post-training Survey	100	2	1/60	3
Totals		100	200		3

COST TO RESPONDENT

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	3	\$50.58	151.74
Totals			\$151.74

* Bureau of Labor Statistics: The General Public rate was obtained from the BLS at the webpage <https://www.bls.gov/oes/current/oes251042.htm#nat> using Occupation Code 25-1042, Biological Sciences Teachers, Postsecondary. We used the Annual Median Wage of \$101,150 and divided by 2,000 to estimate the hourly wage rate.

FEDERAL COST: The estimated annual cost to the Federal government is \$50.91.

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
NIEHS Program Analyst	12/5	\$101,813	.0005		\$50.91
Contractor Cost					
Travel					
Other Cost					
Total					\$50.91

*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/html/GS.aspx>

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?

The list of respondents will be the list of people who register for the training. All people who register for the training will be asked to participate in a Zoom poll. The pre- and post- surveys are done via zoom. The questions pop up on the screen, and people respond. The results are tallied (no IDs).

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