## 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:** Computer-Assisted Qualitative Data Analysis Software 2022 **(OD/ORS)**

**PURPOSE:**

The National Institutes of Health Library is considering the acquisition of Computer-Assisted Qualitative Data Analysis Software tools. We would like to gather feedback from the NIH Community as part of our assessment.

**DESCRIPTION OF RESPONDENTS**:
All NIH staff (employees and contractors)

**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 <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.

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Biomedical Librarian
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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 |
|---|---|---|---|---|
| Individual | 100 | 1 | 5/60 | 8 |
|  |  |  |  |  |
| **Totals** |  | 100 |  | 8 |

**COST TO RESPONDENT**

| Category of Respondent | Total Burden Hours | Hourly Wage Rate* | Total Burden Cost |
|---|---|---|---|
| Individual (Federal Government Employee, Contractor) | 8 | $30 | $240 |
|  |  |  |  |
| **Totals** |  | $30 | $240 |

BLS Occupational Employment and Wage Statistics
https://www.bls.gov/oes/current/naics4_622300.htm#00-0000

**FEDERAL COST:** The estimated annual cost to the Federal government is $121

| Staff | Grade/Step | Salary | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|---|---|---|---|---|---|
| **Federal Oversight** |  |  |  |  |  |
| Biomedical Librarian | 13/05 | $121,065 | .001 |  | $121 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Contractor Cost** |  |  |  |  |  |
|  |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Other Cost |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | $121 |

OPM Salary Table 2022-DCB
https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/#url=2022

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

2

**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 [X] 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?

*Post a link to the survey via the MS Teams group "*NIH Data Science Team" *in the* General Channel*. Also, send an email to two listservs: NIH-DATASCIENCE-L@LIST.NIH.GOV and bioinformatics-sig-l@list.nih.gov*

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