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

TITLE OF INFORMATION COLLECTION: Scientific Workforce Diversity Seminar Series (SWDSS): June 14 Seminar Follow-Up Survey

PURPOSE: The Chief Officer for Scientific Workforce Diversity (COSWD) office hosts a seminar series called the Scientific Workforce Diversity Seminar Series (SWDSS). The purpose of the series is to keep scientific workforce diversity issues at the forefront, to share the latest research on these topics, and to engage with professionals and researchers within and outside of the NIH. The COSWD office is hosting a virtual seminar on June 14 titled *How Does Mentoring Impact Diversity in the Biomedical and Behavioral Research Workforce?* and intends to ask attendees for feedback on the seminar. The results of the survey will inform future COSWD office events.

DESCRIPTION OF RESPONDENTS: Respondents will be NIH staff and the general public from various organizations who attended the event and who voluntarily choose to participate in the survey. The survey will be accessible via a web-based survey link provided to attendees.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <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: _____ |

FREQUENCY OF REPORTING: (Check one)

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Once | <input type="checkbox"/> Quarterly |
| <input type="checkbox"/> Monthly | <input type="checkbox"/> On Occasion |
| <input type="checkbox"/> Annually | <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: Nicole Lang, Social Science Analyst, Chief Officer for Scientific Workforce Diversity (COSWD) Office

To assist review, please provide answers to the following questions:

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
4. Privacy Act Systems of Records Title: _____ FR Citation _____FR_____

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes 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 or Households	150	1	5/60	13
Totals		150		13

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	13	\$40.21	\$522.73
Totals			\$522.73

*Mean hourly wage for Life, Physical, and Social Science Occupations. While the event is open to the public, we anticipate that most participants will work in life, physical, or social science occupations, given the seminar focus on scientific workforce diversity topics. https://www.bls.gov/oes/current/oes_nat.htm#19-0000

FEDERAL COST: The estimated annual cost to the Federal government is \$597.41.

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Social Science Analyst	13-03	\$119,482	0.5%		\$597.41
Contractor Cost					
Travel					
Other Cost					
Total					\$597.41

*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/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?
[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?

All event attendees will be invited to respond to the survey. Based on past events and current registration trends, we anticipate to have about 600 attendees present and are aiming for a 25% response rate (approximately 150 responses).

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

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