

Request for Approval under the “Generic Clearance for the Collection of Customer Participation and Satisfaction with NIH Programs, Processes, Products, and Services” (OMB#: 0925-0778, Expiration Date: 09/30/2026)

TITLE OF INFORMATION COLLECTION: NIDDK Administrative Survey

PURPOSE: This survey is sent to all staff within NIDDK to evaluate the work performance of NIDDK administrative staff within NIDDK Executive Offices such as: administrative management branches and workforce management offices.

INTENDED USE OF THIS INFORMATION: This bi-annual survey is used to evaluate the service and support Executive Office staff provide to NIDDK. The survey is taken by all employees, including contractors, and the information gathered aids leadership in improving the service models used to support the IC.

DESCRIPTION OF RESPONDENTS: Respondents would be NIDDK staff consisting of: Federal employees, contractors, trainees, fellows, guest researchers and special volunteers.

TYPE OF COLLECTION: (Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Performance Measurement | <input type="checkbox"/> Feedback |
| <input type="checkbox"/> Program Monitoring | <input type="checkbox"/> Resource Management |
| <input type="checkbox"/> Grantee Effectiveness | <input type="checkbox"/> Program Evaluations |
| <input type="checkbox"/> Forms | <input type="checkbox"/> Other: _____ |

FREQUENCY OF REPORTING: (Check one)

- Once Quarterly
 Monthly On Occasion
 Annually
 Other Staff will have the option of providing feedback to multiple offices every two years.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a low burden for respondents and a low cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. Information gathered will not be used to inform effective policy decisions substantially.
5. The collection is targeted at soliciting opinions from respondents who have experience with or may have experience with the program in the future.

Name: Melissa Wilson

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [X] No [] NA
2. If Yes, is the information that will be collected included in records subject to the Privacy Act of 1974? [] Yes [] No [X] NA
3. If Applicable, has a System or Records Notice been published? [] Yes [] No [X] NA
4. Privacy Act Systems of Records Title: _____ FR Citation ___FR__

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, a token of appreciation) provided to participants? [] Yes [X] No

Amount: _____

The explanation for incentive: (include the number of visits, etc.)

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	15/60	38
Totals		150		38

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Individuals or Households	38	\$29.76	\$1,131
Totals	38		\$1,131

*Cite source per bls.gov if applicable or other source: [U.S. Bureau of Labor Statistics May 2022 National Occupational Employment and Wage Estimates, United States all occupations median salary](#)

FEDERAL COST: The estimated annual cost to the Federal government is \$526.03

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Management Analyst	13-1	\$112,015	.002		\$224.03
Contractor Cost					

Redcap Administrator/Contractor Consultant		\$90,000	.0033		\$302.00
Travel					
Other Cost					
Total					\$526.03

**The salary in the table above is cited from: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/23Tables/html/DCB.aspx>

If you are conducting a focus group or 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? Yes No NA
2. If yes, describe below. If the answer is no, please explain how you plan to identify your potential respondents and how you will select them. (For example, if you have 1,000 members on our listserv, and you estimate 30% will respond, your total number of respondents would be 300).

Potential respondents come from all active NIDDK non-FTE's such as: contractors, trainees, fellows, guest researchers and special volunteers. We estimate the combined respondent number to be 25-30% of 504 potential respondents (150). Each staff member will receive survey links, via email, for the administrative offices and branches they regularly interact with.

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
 - Paper
 - Other, Explain
2. Will interviewers, facilitators, or research coordinators be used? Yes No NA

Please ensure all instruments, instructions, and scripts are submitted with the request.

