

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 07/2027)**

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**TITLE OF INFORMATION COLLECTION:**

2024 Clinical Pharmacology Training Network (CPTN) Virtual Trainee/Scholar Orientation  
Post-Meeting Assessment (NICHD)

**PURPOSE:**

The 2024 CPTN Virtual Trainee/Scholar Orientation will be held on August 28, 2024. The purpose of this meeting is to (1) familiarize Fellows and Scholars with the Network’s history, current undertakings, and resources, (2) equip new Network participants with essential information, (3) foster successful integration and a sense of belonging and (4) lay the groundwork for aligning their training progress with their career development goals.

NICHD would like to collect feedback from participants on the meeting content, speaker selection, and meeting logistics. Feedback will be collected using Survey Monkey. Participant feedback is used to determine which speakers were effective in meeting the goals of their presentations, to determine what content areas are of most interest to participants for future meetings, and the relevance and quality of topics presented. Feedback will be shared within OPPTB but not with the public.

**DESCRIPTION OF RESPONDENTS:**

The feedback questionnaire will be sent to all meeting participants. Participants will primarily be trainees and scholars in NIH-funded fellowship programs.

**TYPE OF COLLECTION:** (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction/Feedback 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"/> Hourly   | <input type="checkbox"/> Daily       |
| <input type="checkbox"/> Weekly          | <input type="checkbox"/> Monthly  | <input type="checkbox"/> Quarterly   |
| <input type="checkbox"/> Semi-Annually   | <input type="checkbox"/> Annually | <input type="checkbox"/> On Occasion |

**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. 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: Lesly Samedy-Bates, Program Officer, Obstetric and Pediatric Pharmacology and Therapeutics Branch, NICHD

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

**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 [ X ] No
3. If Applicable, has a System or Records Notice been published? [X] Yes [ ] No
4. Privacy Act Systems of Records Title: \_\_\_\_\_

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, a 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 |
|------------------------|--------------------|---------------------------------|------------------------------|--------------------|
| Individuals            | 20                 | 1                               | 5/60                         | 2                  |
| <b>Totals</b>          |                    | <b>20</b>                       |                              | <b>2</b>           |

| Category of Respondent | Total Burden Hours | Hourly Wage Rate* | Total Burden Cost |
|------------------------|--------------------|-------------------|-------------------|
| Individuals            | 2                  | \$54.03           | \$108.06          |
| <b>Totals</b>          | <b>2</b>           |                   | <b>\$108.06</b>   |

\*Citing mean hourly wage for 19-1042, Medical Scientists, May 2023 (<https://www.bls.gov/oes/current/oes191042.htm>).

**FEDERAL COST:** The estimated annual cost to the Federal government is \$1,554.87

| Staff                    | Grade/Step    | Salary*          | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|--------------------------|---------------|------------------|-------------|------------------------|---------------------|
| <b>Federal Oversight</b> |               |                  |             |                        |                     |
| Program Officer          | GS-13, Step 3 | \$ 125,827       | 1.0         |                        | \$1,258.27          |
| <b>Contractor Cost</b>   |               |                  |             |                        |                     |
|                          |               | \$74.15 per hour | 4 hours     |                        | \$296.60            |
| Overhead/Supplies        |               |                  |             |                        |                     |
| Other Cost               |               |                  |             |                        |                     |
| <b>Total</b>             |               |                  |             |                        | <b>\$1,554.87</b>   |

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2024/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?  
 Yes       No
2. If the answer is yes, please provide a description of both below and 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 questionnaire will be sent to all registrants of the 2024 CPTN Virtual Trainee and Scholar Orientation. We expect approximately 50 participants to attend and approximately 20 (40%) of those to respond to the survey. Given the small group atmosphere of this meeting, and direct impact of the meeting content to the training programs of the participants, we expect response rate to be a bit higher for this session than for other meetings.

**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

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