

Appendix 1

Calculations for Section 12: Respondent Burden Hours & Costs – General Forms

Step 1: Calculate proportion of respondent burden hours across all staff roles at relevant levels of seniority.

TABLE 12.1.1: PROPORTION of Respondent Hours by Staff Role			
Number of Hours: Management	Number of Hours: Technical	Number of Hours: Clerical/Support	Total Proportion
0.15	0.7	0.15	1

Step 2: Calculate weighted labor cost across all staff roles involved.

TABLE 12.1.2: LOADED WAGE RATES for Respondents			
Wage rate + 110% loading for account for costs of benefits and overhead			
Wage Rate/Hour: Management	Wage Rate/Hour: Technical	Wage Rate/Hour: Clerical/Support	Wage rates obtained from the Bureau of Labor Statistics (BLS) for civic and social organizations .
\$96.31 (General and Operations Managers)	\$50.80 (Social Scientists and Related Workers)	\$42.27 (Secretaries and Administrative Assistants)	

TABLE 12.1.3: WEIGHTED LABOR COSTS for Respondents	
Weighted Hourly Labor Cost	Explanation of Calculations
\$53.03	Weighted Hourly Labor Cost = (Wage rate * proportion of hours) calculated for each respondent group (management, technical, clerical/support) and summed.

Total burden calculations (hours and costs) are shown in Section 12 – General Forms.