

Supporting Statement A

Conference, Meeting, Workshop, Registration and Challenges

Generic Clearance (OD)

**OMB#0925-0740 Expiration Date: 09/30/2025**

Date: September 2025

Type of Request: Extension

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### **List of Attachments**

Attachment 1 – Submission Template

Attachment 2 – NIH Common Registration Form

Attachment 3 – NIH Common Abstract Form

## **Abstract**

This is an extension of a currently approved generic clearance which allows NIH to continue to request detailed information from organizations (universities, non-profits, etc.) when there is a need to gather information for various activities. This generic provides a quick and efficient process to create registration forms for NIH sponsored conference, meetings, workshops, poster sessions, presentations, panels, and website content. The National Institutes of Health (NIH) directly sponsors, organizes, and conducts research-related activities such as conferences, workshops, meetings, poster sessions, and training courses. These activities are designed to be relevant to the current state of research in each field or to the current state of participant's research projects or careers, and other resource limitations and determine the number of possible participants. For such activities to be timely and to optimally use available resources to address needs and opportunities within the research community, it is necessary for NIH to have a means to register and select the most appropriate participants, according to the type or purpose of a given activity.

### **A.1 Circumstances Making the Collection of Information Necessary**

Section 413 (b) (3) of the Public Health Service Act, 42 U.S. Code § 285 gives NIH the authority to collect this information. NIH directly sponsors, organizes, and conducts research-related activities such as conferences, workshops, meetings, poster sessions, and training courses. For such activities to be timely and to optimally use available resources to address needs and opportunities within the research community, it is necessary for NIH to have a means to select the most appropriate participants, according to the type or purpose of a given activity.

For example, a registration form allows the programs to plan for meetings, workshops etc. to allow organizers to target advertising and compile proper resources and tools for participants. In addition, creating a registration form for web content posted on an NIH website allows a program to minimize email conversations and would let a requestor know what is needed for posting content or information on said website. The use of poster sessions will efficiently communicate concepts and data to target audience using a combination of visuals and texts. Poster presentations often are the first opportunities for investigators to present their work at important scientific meetings.

In order to effectively reach our target audiences, attendees are asked to submit an application or abstract for prescreening to be selected for poster presentations, speaking panels, training courses or other limited capacity activities.

## **A.2 Purpose and Use of the Information Collection**

The information collection encompassed by this generic clearance continues to allow NIH to select the most appropriate participants for non-grantee activities sponsored, organized, and run by NIH staff, according to the type and purpose of the activity. For example, NIH may develop an application process or information collection to select a limited number of researchers to participate in a poster session, identify speakers and panelists with desired expertise on a specific topic to be covered at a meeting, or determine which researchers would mostly likely benefit from a training course or other opportunity. For NIH to plan and conduct activities that are timely for participants in their field of research, it is often necessary for such information to be collected within a relatively short turnaround time. In general, submitted abstracts or other application materials will be reviewed by an internal NIH committee responsible for planning the activities. This committee will be responsible for selecting and notifying participants. This clearance also allows NIH to request detailed information from outside organizations about an event not mentioned in an invitation when they wish to have NIH staff speak or present.

The information collected for these activities generally include title, author(s), and institution/organization. An example of a Poster session or Speaker panel application form may ask for an abstract describing the research being presented, in addition to instructions regarding poster size and character limitations along with other requirements. This information is necessary to identify attendees eligible, present research, speak on panels, and discuss innovative approaches to science and technology for poster presentations among their peers. The registration form collects information from interested parties to register them and obtain the necessary qualifications for conferences, meetings, workshops, poster sessions, presentations, and panels.

This clearance allows NIH to register researchers and evidence-based research projects for dissemination, guidance, and program development by collecting general information (name, institution, and email address, etc.). The various types of information may include educational resource details (name of the resource, web URL, resource description), and webpage feedback from members of the scientific community who volunteer this information. It allows NIH to identify individuals interested in promoting high quality research practices with a goal to potentially contact them via email in the future to get feedback on rigorous research practices,

and to receive feedback on educational resources via website and request additional resources that may be useful to the scientific community for improving scientific practice that could be added to Institutions & Centers (ICs) websites.

While Challenge.gov provides a free central location for the posting of challenges and competitions to the public along with serving as a platform for solution providers to submit information about themselves, expertise, and creativity, we are expanding this generic to allow programs to collect information in a more structured format for their solicitations of challenges and competitions while following the same guidelines of the previous approved generic.

Within this current approval cycle, a common NIH-wide basic registration and abstract form was approved. With the many NIH sponsored conferences, meetings, and workshops, there were many similarities in the registration and abstract submissions which lead to the creation of these two forms to be used as approved to streamline the clearance process for programs to avoid the need for PRA clearance for each individual activity. There have been 214 projects approved under this generic clearance since its approval three years ago, all contributing significantly to the mission of NIH with a few continuing to collect data on an annual basis.

### **A.3 Use of Information Technology and Burden Reduction**

If appropriate, programs will collect information electronically and/or use online collaboration tools to reduce burden. Screenshots will be provided for all online data collection instruments. A Privacy Impact Assessment (PIA) will be completed for all online requests and held within the individual program offices.

### **A.4 Efforts to Identify Duplication and Use of Similar Information**

The Department of Health and Human Services (HHS) has a request entitled “Generic: Challenge and Competition solicitations” however, the scope of this NIH generic is broader.

### **A.5 Impact on Small Businesses or Other Small Entities**

Small business or other small entities may be involved in these efforts, but the agency will minimize the burden on them by sampling, asking for readily available information, and using short, easy-to-complete information collection instruments.

#### **A.6 Consequences of Collecting the Information Less Frequently**

Forms will be submitted on an as needed basis.

#### **A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances. The information collected will be voluntary and will not be used for statistical purposes.

#### **A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency**

The 60-day notice was published July 10, 2025, page 30651 (90 FR No.130). No public comments were received.

#### **A.9 Explanation of Any Payment of Gift to Respondents**

For many challenges, prizes in the forms of cash or material goods are offered as a means for rewarding the best solution(s). Payments or gift will only be made upon competing and being selected as a winner in the challenge and will be specified with proper justification in each sub-study request. There will be no direct incentive to participate in a challenge. Only those who submit and win a challenge competition will receive the award. Monetary gifts or payments for other request in this generic will not be made to attendees for completing any of the data collection instruments. On occasions, attendees may receive informational materials, tokens, or souvenirs.

#### **A.10 Assurance of Confidentiality Provided to Respondent**

Personal Identifiable Information (PII) will only be collected to the extent necessary. Respondents will be assured that neither their participation nor lack of participation will have any effect on their eligibility for receipt of services. In addition, respondents will be advised of the purpose of the information collection, the use of information collection, NIH sponsorship, that their participation is voluntary, and that they may choose to discontinue or have their name and/or related information withdrawn at any time. In instances where it is possible, information will be presented in an aggregate form without links to the identity of individual

participants. The Privacy Act applies to the information collection per Privacy Act System of Records Notice (SORN) 09-25-0156, *“Records of Participants in Programs and Respondents in Surveys Used to Evaluate Program of the Public Health Service, HHS/PHS/NIH/OD”*.

It may be necessary for some information collections to retain name and contact information to be used to contact potential respondents. In these instances, the rationale for retention of PII will be fully explained. Most of the information collections to be conducted under this clearance is considered exempt from Institutional Review Board (IRB) review at NIH. However, if it is determined that the information collection involves non-exempt activities, the staff will be required to submit the information collection for review to the IRB for approval.

#### **A.11 Justification for Sensitive Questions**

Most questions that will be asked are typically not considered sensitive however, for those questions that may be sensitive (i.e., race, age, ethnicity, sex, etc.), each sub-study will provide a justification which may include the reasons why the questions are necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

#### **A.12 Estimates of Hour Burden Including Annualized Hourly Costs**

A variety of instruments and platforms will be used to collect information from respondents and each sub-study will vary by number of respondents and average time per response. However, the annual burden hours requested (10,375) is based on the number of collections we expect to conduct over the requested period for this clearance. The average time per response is one hour.



### Estimated Annualized Burden Table

Type of Request/Activity	Number of Respondents	Number of Responses per Respondent	Average Burden (in hours) per Response	Total Burden Hours
Conferences/Meetings	2,500	1	1	2,500
Training Courses	2,500	1	45/60	1,875
Workshops	2,500	1	30/60	1,250
Poster Session	1,000	1	1	1,000
Panels/Presentations	1,500	1	30/60	750
Common Registration/Abstract Form	1,500	1	1	1,500
Challenges and Competitions	1,500	1	1	1,500
<b>Total</b>		<b>13,000</b>		<b>10,375</b>

### A.12 - 2 Annualized Cost to Respondents

Type of Respondents	Number of Respondents	Hourly Respondent Wage Rate	Respondent Cost
Office and Administrative Support Workers	1,000	\$23.42	\$23,420
Healthcare Support Occupations	10,000	\$23.44	\$232,400
Healthcare Practitioners and Technical Workers	2,000	\$35.19	\$70,380
<b>TOTAL</b>	<b>13,000</b>		<b>\$326,200</b>

Healthcare Support Occupations: <https://data.bls.gov/oesprofile/>

Healthcare Practitioners and Technical Workers <https://data.bls.gov/oesprofile/>  
Office and Administrative Support Workers <https://data.bls.gov/oesprofile/>

#### A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record

There are no additional costs of than a respondent's time.

#### A.14 Annualized Cost to the Federal Government

The annualized cost to the Federal Government for the proposed data collection effort is \$9,261.70.

Cost Descriptions	Grade/Step	*Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Chief Program Analyst	GS-14, Step 10	\$185,234	5%		\$9,261.70
<b>Contractor Cost</b>					
Overhead/Supplies					
Other Cost					
<b>Total</b>					\$9,261.70

Salary/Wage Source: Office of Personnel Management [www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB.pdf](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB.pdf)

#### A.15 Explanation for Program Changes or Adjustments

This is an extension of a currently approved submission. The adjustments made to this submission was the addition of the Common Registration/Abstract Form for the type of activity in the burden table and Panels with Presentations were combined into one line item. These changes did not change the burden hours.

**A.16 Plans for Tabulation and Publication and Project Time Schedule**

The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an NIH website or included in a printed or online program for the activity or subsequent publication describing the activity.

**A.17 Reason(s) Display of OMB Expiration Date is Inappropriate**

We are not seeking a waiver of this requirement. There are no reasons to preclude display of the OMB expiration date on the questionnaires.

**A.18 Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification statement.