

## Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 03/2018)

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**TITLE OF INFORMATION COLLECTION:**

**Forecasting Science Survey**

**PURPOSE:**

During the month of January/February 2018, the Scientific Resource Divisions of the U.S. National Institutes of Health Office of Research Resources (NIH ORS SR) are asking research scientists at the Intramural Research Program of the U.S. National Institutes of Health to participate in a survey that will help us determine research resource needs.

**DESCRIPTION OF RESPONDENTS:**

Research scientists of the Intramural Research Program of the U.S. National Institutes of Health, Department of Health and Human Services, including post-doctoral fellows, tenure-track and tenured scientists.

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

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input 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 checked="" type="checkbox"/> Other: <b>Needs Assessment</b> |

**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.

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

**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 [ ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [X] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, 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
NIH Investigators	385	1	20/60	128
<b>Totals</b>	<b>385</b>	<b>385</b>		<b>128</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Federal Employees & Post-Doctoral Fellows	128	\$50	\$6400
<b>Totals</b>			<b>\$6400</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$17,036

Staff (position)	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
NIH Library Division Director	Grade 15/7	\$158,123	.0048		\$7,589
NIH Library Branch Chief	Grade 14/5	\$126,958	.0024		\$3,047
<b>Contractor Cost</b>					<b>\$6,400</b>
Travel					N/A
Other Cost					N/A
<b>Total</b>					<b>\$17,036</b>

**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

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? **We anticipate 385 respondents out of an estimated 4,173 possible. With that response level, we will achieve a 95% confidence level that the results represent the population as a whole. We will also compare relevant demographics of the whole population (4.173) with those of the respondents (385) as another measure of comparability of the respondents to the population as a whole.**

**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