

**Request for Approval under the “Conference, Meeting, Workshop, and Poster Session Registration  
Generic Clearance (OD)”  
(OMB#: 0925-0740 Exp Date: 05/2019)**

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**TITLE OF INFORMATION COLLECTION:**

Office of Intramural Training & Education (OITE) – How to Teach and Advise on Career Development Topics for the Next Generation of Biomedical Scientists: A Train-the-Trainers Event

**PURPOSE:**

The NIH Office of Intramural Training & Education (OITE), in collaboration with the AAMC GREAT Group, is hosting a “Train-the-Trainers” Event. This event is designed to provide information to advisors, staff, and faculty who provide career and professional development programming and guidance to graduate students and postdoctoral researchers in the biomedical sciences. Participants will discuss items such as:

- Career Advising: improve your career consultations using theories and practices from career counseling
- Conflict and Feedback: understand conflict theories and feedback methods that you can use to develop your own presentations to deliver at your institution
- Diversity: improve the discussion of diversity in the biomedical community
- Communication: build advising skills to address common challenges our trainees face such as stress, anxiety, depression, stereotype threat, imposter phenomenon, and more
- What works? A sharing session to see how other institutions have implemented concepts learned in 2016

**DESCRIPTION OF RESPONDENTS:**

Advisors, staff, and faculty from universities and the Federal Government that provide career and professional development guidance to their student and trainee communities.

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

Abstract

Application

Registration Form

Other: \_\_\_\_\_

**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.

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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  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

**Gifts or Payments:**

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

Amount: \_\_\_\_\_

Explanation for incentive: (include number of visits, etc.)

**ESTIMATED BURDEN HOURS and COSTS**

The estimated hourly wage is based on the projected highest degree awarded for each participant based on the GS salary table for the Washington, DC area:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/DCB.pdf>.

Category of Respondent	No. of Respondents	No. of Responses Per Year	Time per Response (in hours)	Total Burden Hours
Interest Registration Form - Federal Employees	15	1	5 / 60	1
Interest Registration Form - Individuals	135	1	5 / 60	11
Registration - Employees	15	1	10 / 60	3
Registration - Individuals	135	1	10 / 60	23
<b>Totals</b>	<b>150</b>			<b>38</b>

Category of Respondent	Total Burden Hours	Wage Rate	Total Burden Cost
Interest Registration Form - Federal Employees	1	\$55.00	\$55.00
Interest Registration Form - Individuals	11	\$55.00	\$605.00
Registration - Employees	3	\$55.00	\$165.00
Registration - Individuals	23	\$55.00	\$1,265.00
<b>Totals</b>	<b>38</b>		<b>\$2,090.00</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$442.00.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Deputy Director	Title 42	\$170,000.00	0.05%	~	\$85.00
Postdoc Director	G14-S05	\$129,869.00	0.10%	~	\$130.00
Career Counselor	G13-S07	\$116,365.00	0.10%	~	\$117.00
Graduate Deputy Director	G13-S05	\$109,900.00	0.10%	~	\$110.00
<b>Contractor Cost</b>	~	~	~	~	~
Travel	~	~	~	~	~
Other Cost	~	~	~	~	~
<b>Total</b>	~	~	~	~	<b>\$442.00</b>

**The selection of 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?

[X] 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?

The OITE will use, at minimum, two distributions lists to advertise this opportunity: NIH Trainers and AAMC Great Group. Membership of these listservs range in the hundreds. The OITE will also create a webpage to centrally locate the information and post a banner on the main OITE webpage.

### **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

Survey form

Chart Abstraction

Other, Explain

2. Will interviewers, facilitators, or research coordinators be used?  Yes  No