

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 06/2024)**

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**TITLE OF INFORMATION COLLECTION:** OPEN Stage Webinar Series 2022 Feedback Survey (NINDS)

**PURPOSE:**

This information collection will gather feedback from individuals who have registered to attend at least one of the OPEN Stage webinar series events in 2022. The series is run by the National Institute of Neurological Disorders and Stroke (NINDS) Office of Programs to Enhance Neuroscience Workforce Diversity (OPEN). The ongoing OPEN Stage webinar series is a targeted outreach effort for our diverse neuroscience community to learn about NINDS programs and network with NINDS program staff. Each webinar features a different NINDS program, division, or cluster with the goal of increasing the representation of diverse groups in our portfolio. At the end of the 2022 year, we plan to ask participants questions about any actions they took after registering for the webinar, and any feedback they have to improve the series. The responses will be used internally by NINDS Staff to improve the effectiveness of future webinars.

**DESCRIPTION OF RESPONDENTS:**

Respondents are faculty, postdoctoral researchers, graduate or undergraduate students, industry professionals, NIH Staff, and others in the neuroscience community who registered in one or more of a series of OPEN Stage webinars.

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

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

**FREQUENCY OF REPORTING:** (Check one)

- |  |                                      |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Once | <input type="checkbox"/> Quarterly   |
| <input type="checkbox"/> Monthly         | <input type="checkbox"/> On Occasion |
| <input type="checkbox"/> Annually        | <input type="checkbox"/> 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.
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: Cara Long, Office of Science Policy and Planning, NINDS/NIH

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

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  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
Individual	500	1	5/60	42
<b>Totals</b>		500		<b>42</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
individuals	42	\$ 43.27	\$ 1,817.34
<b>Totals</b>			<b>\$ 1,187.34</b>

\*Hourly wage rates for 19-1029 Biological Scientists, All Other is \$ 43.27 (based on <https://www.bls.gov/oes/current/oes191029.htm>).

**FEDERAL COST:** The estimated annual cost to the Federal government is \_\$371.32\_

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Health Scientist	GS-12/2	\$92,829	0.4%		\$371.32
<b>Contractor Cost</b>					
Travel					0
Other Cost					0

<b>Total</b>					\$371.32

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/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

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 have a complete list of registrations from each of our 7 webinars thus far. In total, we have 1011 unique individuals we will contact. We will send a link to the online survey by email to all who have registered for the webinar, and anticipate ~15-50% response rate.

**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.**