

Memorandum

Date: November 27, 2006

To: Karen Matsuoka, OMB Desk Officer, Food and Nutrition Service

Through: Dawn Wolfgang, Food and Nutrition Service, Information Clearance Officer

From: Judy Wilson, Staff Director, Nutrition Services Staff
USDA – Food and Nutrition Service

Re: Under Approved Generic OMB Clearance No. 0584-0524
Request Approval to Perform Formative Research –
Nutrition Project and Abstract Submission and Search System

The Food and Nutrition Service (FNS) of the USDA Food, Nutrition and Consumer Services is requesting approval for formative research under Approved Generic OMB Clearance No. 0584-0524.

The following information is provided for your review:

1. Title of Project:
Nutrition Project and Abstract Submission and Search (NPASS) system
2. Control Number: 0584-0524
3. Public Affected by this Project: FNS Program stakeholders which consist of State Agencies and state and local nutrition education providers that work with FNS nutrition assistance programs.
4. Number of Respondents: Estimated total of 200 responses per year
 - a. Individual/Poster Abstracts: 62 per year (During the 3 year period: 125 for National Conference; 60 for 3 Regional Conferences)
 - b. Educational Session Abstracts: 23 per year (During the 3 year period: 35 for National Conference, 35 for 3 Regional Conferences)
 - c. Award Nominations: 15 per year (During 3 year period: 45 for National Conference)
 - d. Project Profile collection: 100 per year
5. Time Needed per Response:

- a. Individual/Poster Abstracts: 60 minutes
 - b. Educational Session Abstracts: 60 minutes
 - c. Award Nominations: 75 minutes
 - d. Project Profile collection: 60 minutes
6. Total Burden Hours on Public: Total of 203.75 hours per year
- a. Individual/Poster Abstracts: 62 hours (3,720 minutes)
 - b. Educational Session Abstracts: 23 hours (1,380 minutes)
 - c. Award Nominations: 18.75 hours (1,125 minutes)
 - d. Project Profile collection: 100 hours (6,000 minutes)

7. Project Purpose, Methodology and Design:

Background

FNS strives to strengthen nutrition education offered through its nutrition assistance programs by disseminating and sharing promising practices and formative research with stakeholders that administer or partner with these programs. FNS facilitates this gathering and sharing by:

- Soliciting the voluntary submission of abstracts for presentation at national and regional conferences;
- Inviting stakeholders to submit project profiles for sharing with others; and
- Accepting nominations from peers for nutrition education efforts deserving national recognition.

Abstracts and Award Nominations

FNS sponsors nutrition education conferences featuring educational, poster and individual oral presentations. An open call for abstracts invites stakeholders to submit presentation abstracts to FNS for consideration. FNS then accepts abstracts for presentation at the conference using defined criteria. The resulting presentations inform FNS and agency stakeholders of new and emerging formative research and successful nutrition education techniques. Similarly, FNS receives nominations for agency awards that are bestowed at the conferences to promising nutrition education projects. FNS would like to make this process more accessible and efficient by using an online abstract and award nomination submission and sharing process.

Project Profiles

FNS has a need to invite the voluntary submission of examples of State and local nutrition education projects that are successful. These examples or “project profiles” help inform the development of new FNS nutrition education materials and inform States of promising

intervention methods. FNS would like to make this process more accessible and efficient by using an online project profile submission and sharing process.

Project Purpose, Methodology and Design

Purpose

To invite the voluntary submission and sharing of information about successful nutrition education interventions and projects that are applicable to FNS nutrition assistance programs using a Web-based system. This information will be used by FNS to identify promising nutrition education practices and materials that can be incorporated into FNS nutrition education initiatives and shared with other nutrition education providers through presentations at nutrition education conferences and the sharing of accepted abstracts and project profiles via a searchable online database.

Methodology & Design

Program stakeholders will be invited to submit conference abstracts and/or award nominations for FNS nutrition education conferences during designated time periods preceding conferences as scheduled by FNS. FNS anticipates issuing calls for abstracts for one national conference and up to three regional conferences during the next three years (through December 31, 2009).

Program stakeholders also will have the option of submitting descriptions of successful nutrition education projects that address emerging issues of national importance (i.e., Project Profiles) to FNS each year.

Recruitment of Respondents

Conference Abstracts and Award Nominations-Program stakeholders will be notified of time periods for abstract submissions and award nominations through typical conference marketing methods including direct mailings of conference promotional materials, e-mail announcements, information posted on the FNS Web site and announcements made at other national meetings and events.

Project Profiles-Program stakeholders will be invited to submit project profiles during designated time periods each year. Information regarding the submission opportunity will also be posted on the FNS Web site.

FNS will not remunerate NPASS users for the submission of conference abstracts, award nominations or project profiles. Selected award winners may receive a plaque or certificate of nominal value from FNS at the conference.

Data Collection

To minimize burden for stakeholders, FNS plans to use a Web-based system, entitled NPASS, for electronic submission of abstracts, award nominations, and project profiles. This move toward the electronic submission of abstracts is consistent with methods employed by other Federal agencies for conferences.

This system will be accessible to the public via the FNS Web site. Specific forms will be provided for each submission type (i.e., conference abstract, award nomination, project profile). The online forms are designed to make submission easier and faster for the public by the incorporation of drop down boxes and radio buttons (to reduce time spent typing answers) and the inclusion of help tips, when appropriate. FNS has pre-tested the forms with nine external FNS stakeholders to ensure form usability and clarity.

Data Usage and Sharing

Submissions will be stored in a secure database. FNS will review and accept submissions using criteria established by the agency. Accepted abstracts will be published in a conference abstract book for conference attendees and posted on the FNS Web site for viewing by the public. The submitter's address, telephone number, and e-mail address will not be included on the public Web site. FNS will utilize personal contact information for administrative purposes only, including the generation of correspondence to the submitter regarding the submission's status, conference logistics, and letters of appreciation.

Outcome

The collection of information through NPASS will facilitate the sharing of formative research and successful interventions targeting FNS nutrition assistance program participants, enabling FNS and agency stakeholders to apply these findings in the development of new nutrition education initiatives and materials. This sharing of information will be achieved through:

- Presentations given at FNS sponsored nutrition education conferences;
- A searchable online database of accepted abstracts and project profiles available through the FNS Web site;
- Publication of a Conference Abstract Book that is disseminated to conference attendees and posted on the FNS Web site for public viewing.

8. Federal Costs: Contract

- a. Development of Nutrition Abstract Submission and Search System-\$174,680.97
- b. System Maintenance and Hosting-\$48,000/year

9. Requested Approval Date: January 5, 2007

10. Formative Research Tools:

- a. Individual/Poster Abstract Questions
- b. Educational Session Abstract Questions
- c. Award Nomination Questions
- d. Project Profile Questions
- e. Sample of Information Shared with Public
- f. Sample NPASS Screen Shots

11. Project Contact:

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