

**Attachment:**  
**Information Collection Clearance Chronology**

**Teacher Quality Enhancement Grants Program (TQE) Scholarship and Teaching  
Verification Forms for Scholarship Recipients [1840-0753]  
Office of Postsecondary Education**

**2004**

- August 5 Information Collection (IC) Package received in Regulatory Information Management Services (RIMS)
- August 6 IC Package delivered to OMB for review
- November 1 OMB issues "Notice of Action" – Approved with Change  
Expiration Date: 05/31/2006  
"Terms of Clearance: OMB approves this package for 18 months on the condition that the Department of Education submit to OMB a plan by February 2005 that includes: (1) A management plan detailing the process employed to collect the approved information electronically with an electronic signature (2) Identify procedures to ensure the information collected is maintained in a secure manner. By the next approval date, the Department should demonstrate that it can successfully administer the collection in an electronic format."

**2005**

- February 28 Principal Office (OPE) transmits complete 'plan of action' to OCIO/RIMS for OMB
- March 2 Revised plan (OPE & OCIO/RIMS review) sent to OMB by OCIO/RIMS. Supplemental note from ED to OMB (Carrie Lovett) requested her analysis of transmitted plan. RIMS IC Analyst (Joe Schubart) suggested follow-up conference call involving Ms. Lovett (OMB), OPE program staff, and himself within a week to review proposed plan
- March 14 First follow-up email from RIMS IC Analyst (Joe Schubart) to OMB (Carrie Lovett) inquiring about decision on the proposed OPE plan
- June 5 Second follow-up email from RIMS IC Analyst (Joe Schubart) to OMB (Carrie Lovett) inquiring about decision on the proposed OPE plan
- June 22 Third follow-up email from RIMS IC Analyst (Joe Schubart) to OMB (Carrie Lovett) inquiring about decision on the proposed OPE plan
- July 24 Fourth follow-up email from RIMS IC Analyst (Joe Schubart) to OMB (Carrie Lovett) inquiring about decision on the proposed OPE plan
- December 30 Telephone conversation between RIMS IC Analyst (Joe Schubart) and OPE Program Sponsor (Kathy Price) to ascertain whether file should be considered open or closed. Status of OMB required plan not focused upon during conversation.

**2006**

- February 1 Principal Office (OPE) management met with Assistant Secretary for Management and Acting Chief Information Officer Michell Clark and other senior

ED management to share concerns and to solicit support for the implementation of the management plan and e-signature effort.

March 6 New OMB Desk Officer briefed on background of information collection by Angela Arrington (OCIO). OPE awaiting feedback on management plan submitted in March 2005.

May 31 Collection expiration date

**2006**

October 2 OMB approves scholarship forms for 18 months (through March 31, 2008). A Notice of Action (NOA) is issued. TQE program officers submit the three scholarship forms with instructions to grantees that disseminate grant-funded scholarships. The NOA states that ED must continue working toward electronically collecting scholarship information and must have the administration of the three forms in an electronic format by the next approval date.