

## INFORMATION COLLECTION SUPPORTING STATEMENT Web Forms

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

OMB Circular 130, Management of Federal Information Resources, establishes that “agencies will use electronic media and formats ... in order to make government information more easily accessible and useful to the public”. The Government Paperwork Elimination Act (GPEA), 44 USC 3504, Title XVII, require agencies, by October 21, 2003, to provide the option of electronic submission of information by the public. USDA Department Regulation 1400-001, Information Policies, at § 8, authorizes agency field officers, subject to regulation, to issue information about the programs and services for which they are responsible.

In order to provide information and services related to its program responsibilities defined at 7 CFR § 2.65, the Agricultural Research Service needs to obtain certain basic information from the public. To advance GPEA goals, online forms are needed to allow the public to request from the Agricultural Research Service research data models, materials, and publications as well as registration for scientific studies and events.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

**How will the information be collected?** Information will be collected via web forms.

**From whom will the information be collected?** For research data, models, materials, or publications, the respondents will be agricultural researchers, students and teachers, business people, and the general public. For scientific studies or events, the respondents will be members of the public interested in events or registering for studies.

**What is the purpose of the information collection?** For research data, models, materials, or publications the information collected will be used to provide the particular item requested. For scientific studies or events, the information collected will be used to register a person for an event or study.

**Indicate the actual use the agency has made of the information received from the current collection.**

The OMB 0518-0032 information collection enabled the agency to provide timely and efficient responses to requests for specific service.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection**

**techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means to the collection. Also describe any consideration of using information technology to reduce burden.**

Web forms are submitted electronically. The basis for the decision to make the collection electronic is:

1. To advance compliance with E-Gov by providing for the option of electronic submission of information by the public.
2. To decrease the burden on the public by providing itemized forms that guide customers to provide complete information on the first submission.
3. To decrease the burden on the agency by obtaining on the first submission all information needed to fulfill the request.
4. To decrease the burden on the agency by providing an automated method for counting and reporting customer contracts under E-Gov.

Forms are self explanatory; where instructions are needed they will be integrated within the form.

**4. Describe any efforts to identify duplication, show specifically why any similar information already cannot be used or modified for use of the purposes described in item 2 above.**

ARS is the only agency collecting this information.

**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods to minimize the burden.**

The collection of information will not have a significant economic impact on small businesses or other small entities.

**6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If this information collection is not conducted, Agricultural Research Service (ARS) will be hindered from advancing its own compliance with E-Gov and will be unduly burdened in its ability to perform its research mission. ARS will be hindered from reducing the burden on its customers by providing them the most timely and efficient way to request services. The agency's own burden of customer contracts, and of count and reporting them, will not be reduced.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

There are no special circumstances for the collection of information requirements.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarized public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden.**

A Federal Register notice was published on March 23, 2009, Volume #74, Number #54. No comments were received from the public.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payment or gift is provided to respondents.

**10. Describe any assurance of confidentiality provide to respondents and the basis for the assurance in statute, regulation, or agency policy.**

This information collection is subject to the Privacy Act. A Privacy Act notice will be included on the information collection forms.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

This information does not include any questions of a sensitive nature.

**12. Provide estimates of the hour burden collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

	Research data, models, materials, and publications requests	Registration for scientific studies and events	Total
Number of annual respondents	22,000	3,000	25,000
Frequency of response	1	1	1
Average response time per respondent	3 min	3 min	3 min
Total annual time burden	1100 hours	150 hours	1250 hours
Cost to respondents	\$38,000	\$5,200	\$43,200

The cost to the respondents is based on the median salary of \$43,200 at a pay rate of \$35.00 per hour.

**13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

There are no capital and start-up, or operation, maintenance and purchase costs associated with this information collection.

**14. Provide estimates of annualized costs to the Federal Government.**

Start-up cost (coding of forms and programming web interface): \$300 (Based on approximately 2 hours per form per year by existing staff (GS 13)). Maintenance cost: There is no additional cost to the Federal government that would not have been incurred without this information collection.

**15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB Form 83-I.**

There are no program changes.

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

This collection will not be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The expiration date will not be shown.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act."**

There are no exceptions to Item 19 of OMB Form 83-I.