

SUPPORTING STATEMENT
U.S. Department of Commerce
Office of the Secretary
Office of Innovation and Entrepreneurship
Presidential Summit on Entrepreneurship Nomination Application
OMB Control No. 0690-XXXX

A. JUSTIFICATION

This is an emergency review request for approval by October 21, 2009.

1. Explain the circumstances that make the collection of information necessary.

President Obama, in a June 4, 2009 address in Cairo, announced that the U.S. would host a Summit on Entrepreneurship to “identify how we can deepen ties between business leaders, foundations and social entrepreneurs in the United States and Muslim communities around the world”. This emergency review request is necessary to receive nominations and select the 200-300 delegates that will represent their home countries, regions, sectors, and communities at the Summit.

This request will provide adequate time to review the nomination applications received and select delegates. This will be a very high-profile international event and it is expected that a large number of applications will be received and will require review in a limited period of time to meet the November 1, 2009 implementation schedule.

The Department of Commerce’s Office of Innovation and Entrepreneurship (OIE), in conjunction with the White House, will create an online application to accept nominations.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

This information will be used by OIE to select the delegates to attend the Summit which will take place in the first half of 2010. This is a one-time collection.

The information collected from nominees selected to be delegates will be made publicly available only as necessary for the performance of their public responsibilities and to identify them to the other delegates and the public.

This information collection and dissemination complies with the Office of the Secretary Information Quality Guidelines and Standards.

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

This form will collect information via an online form at Entrepreneurship.gov website.

4. Describe efforts to identify duplication.

Since there has not been a conference of this type before, there is no risk of duplication.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

This form is entirely optional for any business that fills out this form on behalf of an employee. All of the elements of information collected are essential to accurately identify the nominee and review their qualifications to serve as a delegate.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

Without this collection, this Presidential Summit will not be able to select delegates to attend this event. This would result in the cancellation of the Summit and embarrassment to the President and the Government of the United States.

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

There are no special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

8. Provide information of the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register Notice soliciting public comments is waived by the Office of Management and Budget.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts are given to respondents.

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

The respondents (nominees) are assured of confidentiality as a matter of agency policy. This assurance is made on the basis of the Freedom of Information Act exemption that protects from public release personal information, the release of which could reasonably be expected to cause an unwarranted invasion of privacy.

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 collection does not include questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. However, the Secretary of Commerce is responsible for determining that a nominee selected to be a delegate would not bring opprobrium upon the United States Government, the Summit, or the selection process.

12. Provide an estimate in hours of the burden of the collection of information.

Our estimate of the total burden of the collection of information is **300** hours.

- The total number of respondents is 300.
- The total number of responses is 300.
- The total annual hours requested is **300** (1 hour X 300 = 300)

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in Question 12 above).

Not Applicable.

14. Provide estimates of annualized cost to the Federal government.

There are no more than nominal staff and overhead costs to the federal government for the collection of this information, including the review of the applications and selection of delegates.

15. Explain the reasons for any program changes or adjustments.

This is a new, one-time program, so there are no program changes or adjustments.

16. For collections whose results will be published, outline the plans for tabulation and publication.

There are no plans for publishing the results of the collected information.

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

Not Applicable.

18. Explain each exception to the certification statement.

No exceptions to the certification statement are requested.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Not Applicable.