

# Lewis Educational Research and Collaborative Internship Program (LERCIP) Supporting Statement

Annually, the LERCIP program will collect applications from students interested in participating in undergraduate or graduate scholarship program. Program is open to all students who attend an accredited U.S. college or university and meet eligibility requirements. GRC plans to select approximately 100 undergraduate and 40 graduate students (pending budget approval) each summer to participate in LERCIP.

Collection Name	Start	End	Purpose	Method	Population	Est. # Respondents	Burden Hours
LERCIP	May FY09	Aug FY09	Mentors review and identify candidates for summer internships	Online application	Students	400	400 or 1 per application

## A. Justification

*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.*

NASA's founding legislation, the Space Act of 1958, directs the agency to expand human knowledge of Earth and space phenomena and to preserve the role of the United States as a leader in aeronautics, space science, and technology. High achievement in science, technology, engineering, and mathematics (STEM) education is essential to the accomplishment of NASA's mission. The Strategic Management of Human Capital initiative under the President's Management Agenda requires agencies to "build, sustain, and effectively deploy the skilled, knowledgeable, diverse, and high-performing workforce needed" to meet agency core competencies. NASA's education investments will contribute to the agency's human capital needs.

NASA requires the voluntary collection of information from the public to support the LERCIP Program. The information to be collected is the application information required to process and the application for GRC mentors to review the applications for identification of candidates (students) for their summer internship assignment. LERCIP is a center-unique program for undergraduate and graduate level students pursuing degrees in aeronautics related disciplines to improve the future aerospace workforce and depending on organizational needs there are a limited amount of professional business selected (such as finance, accounting, etc.). Students receive a stipend and tenures are for 10-weeks with possibility of a 1-time summer extension. In part the collection of this data is congressionally mandated as stated in public Law 109-155-DEC. 30, 2005, 119 STAT. 2927, 42 USC 16741.

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All of NASA's education efforts are part of an integrated agency-wide approach to human capital management. Within the NASA Strategic Plan, education is identified as a cross-cutting function that supports all of the agency's strategic goals and objectives. NASA delivers a comprehensive agency education portfolio—a collection of investments and strategies, such as research and development, managed to further common goals—implemented by the Office of Education, the NASA mission directorates, and the NASA centers. Through the portfolio NASA contributes to our nation's efforts in achieving excellence in STEM education. Three outcomes serve to align all agency education activities:

- **Outcome 1: Strengthen NASA and the nation's future workforce**—NASA will identify and develop the critical skills and capabilities needed to achieve the Vision for Space Exploration. To help meet this demand, NASA will continue contributing to the development of the nation's future STEM workforce through a diverse portfolio of education initiatives that target America's students at all levels, especially those in traditionally underserved and underrepresented communities.
- **Outcome 2: Attract and retain students in STEM disciplines**—To compete effectively for the minds, imaginations, and career ambitions of America's young people, NASA will focus on engaging and retaining students in STEM education programs to encourage their pursuit of educational disciplines critical to NASA's future engineering, scientific, and technical missions.
- **Outcome 3: Engage Americans in NASA's mission**—NASA will build strategic partnerships and linkages between STEM formal and informal education providers. Through hands-on, interactive, educational activities, NASA will engage students, educators, families, the general public, and all agency stakeholders to increase Americans' science and technology literacy.

As the United States begins the second century of flight, the nation must maintain its commitment to excellence in STEM education to ensure that the next generation of Americans can accept the full measure of their roles and responsibilities in shaping the future.

NASA Aeronautics Scholarship Program will collect information from students necessary to determine which students will be selected to receive aeronautics scholarships. Each year, GRC plans to host approximately 100-130 undergraduate and graduate students (contingent on budget). The LERCIP program, as described below supports NASA education outcomes 1 and 2.

The genesis of the NASA aeronautics scholarship program is in public Law 109-155-DEC. 30, 2005, 119 STAT. 2927, 42 USC 16741, Section 431 NASA Aeronautics Scholarships, in which NASA will develop a scholarship program to promote aeronautics education at the graduate level in the United States. Though LERCIP does not provide scholarships but paid stipends to student selected for positions, it directly supports this law, and provides opportunity for paid employment at one of the NASA Center, GRC to engage in aeronautics research and development during the summer and if eligible (and funding available) students can apply for the program the following year. LERCIP provides opportunities for graduating high school seniors

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(considered college freshmen) through graduate level. It also provides an opportunity for us to provide students with knowledge of other NASA student programs available to them, if eligible.

Beginning at the undergraduate level, students will be exposed to NASA GRC aeronautics research and receive a internship stipend. This stepping stone approach will allow a bachelors level workforce for NASA and industry while also providing students for graduate level study. The dual undergraduate/graduate program allows NASA to offer a wider opportunity to students to engage at each level to NASA and industry, academia needs each year.

*2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.*

The Lewis' Educational Research and Collaborative Program (LERCIP) application is made available to students online via the GRC Web site and of a NASA grantee, Ohio Aerospace Institute (OAI). The LERCIP program tailored its application after the NASA co op program application. GRC provides a centralized and neutral site for the collection of applicant information. Students who are interested in participating in the Program may voluntarily apply after reviewing information about the LERCIP Program Web site:

[https://lercip.grc.nasa.gov/student\\_application.cfm](https://lercip.grc.nasa.gov/student_application.cfm)

Data collected through the online application is used to by mentors who review the applications on line to identify candidates for their LERCIP internship assignment. The LERCIP project manager reviews the mentor requests, verifies that funding is available and coordinates with the grantee for the initiation of offers to identified students.

*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 of collection. Also describe any consideration of using information technology to reduce burden.*

Respondents will complete an online application form hosted on NASA's GRC Web site and grantee's (OAI). Applicants will be asked to establish a unique login and password on their initial visit to the Web site: [https://lercip.grc.nasa.gov/student\\_application.cfm](https://lercip.grc.nasa.gov/student_application.cfm). The applicants will use their login and password for access. All applicant data will be collected online using database technologies.

*4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.*

No duplication is involved. Application is to participate in LERCIP which is a center-unique program.

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

Small businesses will not be impacted.

6. *Describe the consequence 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.*

NASA needs certain information to determine which applicants meet required selection criteria and to what extent. Without this data collection, LERCIP will not be able to select candidates for the undergraduate and graduate internship position, each year. In addition NASA will not be able to fulfill the language in public Law 109-155-DEC. 30, 2005, 119 STAT. 2927, 42 USC 16741, Section 431. Not offering STEM students the opportunity to participate in LERCIP will reduce the impact of NASA contributing to our nation's effort in achieving excellence in STEM education. Specifically, Outcome 1: Strengthen NASA and the nation's future workforce, and Outcome 2: Attract and retain students in STEM disciplines.

7. *Explain any special circumstances that would cause an information collection to be conducted in a manner:*

- \* requiring respondents to report information to the agency more often than quarterly;*
- \* requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;*
- \* requiring respondents to submit more than an original and two copies of any document;*
- \* requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;*
- \* in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;*
- \* requiring the use of a statistical data classification that has not been reviewed and approved by OMB;*
- \* that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or*
- \* requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.*

The Lewis Educational Research and Collaborative Internship Program (LERCIP) enabling students to be considered for one of the limited number of STEM students to be selected in 2009. To lessen the impact on students who will complete the application, and to ensure an optimum response rate, the application period must be open during times when they are available and can obtain any required supporting materials from facility and their Universities or schools. The collection of data as outlined and remain open no less than two months.

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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 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. Describe 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. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.*

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

N/A

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

Applicants will be required to establish a unique login and password in order to access the LERCIP Program Web site: [https://lercip.grc.nasa.gov/student\\_application.cfm](https://lercip.grc.nasa.gov/student_application.cfm). The limited personally identifiable information collected through the application process is not accessible to the applicant or the site administrator without a valid login and password. Privacy statement is posted on the site.

LERCIP will establish an applicant database for the purpose of applicant review and selection. Applicants will only have access to their own data with a valid login and password. An administrator will only have access to the data collected with a valid login and password.

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 justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.*

Only questions relevant to the students application to the program or other demographic data on the applicant are being gathered. All data gathered will only be used in conjunction with this program and statistical reporting to NASA's Office of Educational Programs.

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12. Provide estimates of the hour burden of the collection of information. The statement should:

*\* Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates.*

*Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.*

*\* If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.*

*\* Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.*

[We estimate that about 400 students will complete the application, spending an average no more than one \(1\) hour each. This totals 400 hours. This is an annual data collection.](#)

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

*\* The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.*

*\* If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.*

*\* Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.*

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There is no cost to applicants.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

No cost to the Federal government as mechanism was already in place, and utilizing existing technology and tailoring the LERCIP application after the existing co op application, costs are minimal if any.

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

N/A

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The opening of the application window for the Lewis Educational Research and Collaborative Internship Program is highly publicized through various NASA and external web sites and other existing mechanisms used to inform students of internship opportunities.

Once the application season is closed, the LERCIP Project Manager, review applications entered to be sure they meet eligibility requirements. Once complete, GRC mentors are provided with instruction on how to obtain ID and passwords to review approved applicants. Mentors only have access to facts relating to identifying candidates for their internship assignments. Once the mentor review of applications has closed (3 weeks), the LERCIP Project Managers reviews selections, confirms that organizational funding has been provided, and management approval, applicants are notified of their selection.

A list of students selected is published on the GRC Web site. The proposed list would include

11/15/08	The LERCIP application window is open.
1/31/09	The LERCIP application window is closed.
3/1-3/14/09	LERCIP completes the initial screening of the applications. Applications are available for the mentor to review and identify candidates.
3/20/09	Project Manager reviews mentor selections, confirms funding and management concurrence.
4/15/09	LERCIP candidates identified for internship offers are notified, and upon acceptance sent offer packet.
4/30/09	Congressional notification is done upon completion of grant proposal.
5/1/09	LERCIP Mentors are notified of their student acceptance and start date.
5/1/09	LERCIP Interns return acceptance packages.
5/18/09	LERCIP Program Begins

the name of the student, University attending, mentor name and organization.

**LERCIP Application Submission and Review Dates**

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*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 OMB number will be displayed on the application form.

*18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.*

None