

**SUPPORTING STATEMENT**  
FOR PAPERWORK REDUCTION ACT SUBMISSION

**B. Collection of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on Form 83-I is checked "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

Estimated Potential Respondents

Year	Estimated # of Pre-Docs	Estimated # of Post-Docs	Estimated # of Post-Docs in Special Education
1	494	80	14
2	574	105	16
3	620	115	18

The survey will be provided to all potential respondents.

Estimate response rate is above 85%.

The list of fellows and their university email addresses will be first obtained from the director of each university pre or postdoctoral program. As fellows leave their programs they provide their

new email address or their directors provide them.

2. Describe the procedures for the collection of information, including:

- Statistical methodology for stratification and sample selection.
- Estimation procedure.
- Degree of accuracy needed for the purpose described in the justification.
- Unusual problems requiring specialized sampling procedures, and
- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

No sampling is done. The survey will be emailed to all potential respondents and will be collected once a year. A census is being used because the populations of pre and postdoctoral fellows are small enough to make a census survey manageable and to make a sample not reliable for subgroup findings.

3. Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.

Response will be maximized through multiple avenues of contact: 1) multiple emails from IES, 2) direct contact from the on-site director of the fellowship program, and if needed 3) phone contact from IES. The survey is sent by email and returned by email. Surveys are not to be mailed or faxed back. The cover letter states: “Please return your completed survey and consent form to Allen.Ruby@ed.gov.”

In the case of non-response, a second email is to be sent 2 weeks after the first email. If there is no response within 2 weeks, an email check will be done to determine if the email is correct. A third email will then be sent to the correct email 3 weeks after the second email. In addition,

each pre and postdoctoral program has a director based at the university. When there is non-response among a university's fellows, the director will be asked to give a general request to all fellows to complete the survey. The director will not be informed which fellows have not responded. In addition, the director will not have access to fellows' responses to the survey.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

The questions on the survey are drawn from two fellow satisfaction surveys that had been given in 2008 and that OMB determined needed to be converted into a survey. The titles of the satisfaction surveys are: 1) IES Predoctoral Education Research Training Program: Predoctoral Fellow Survey, and 2) IES Postdoctoral Education Research Training Program: Postdoctoral Fellow Survey. These satisfaction surveys were done with the same population using the same procedure proposed here and resulted in a response rate of over 90%.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.

As the entire population is being surveyed, results are to be simple tabulations, and the persons analyzing the data have appropriate backgrounds, no additional consultation was done.

The pre and postdoc surveys will be collected and analyzed by:  
Dr. Allen Ruby  
IES/NCER  
202-219-1591

The special education surveys will be collected and analyzed by:  
Dr. Cecilia Rosenquist  
IES/NCSE  
202-219-2024