

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**National Institute of Standards and Technology (NIST)**  
**NIST Summer Institute for Middle School Science Teachers**  
**and the NIST Research Experience for Teachers Programs**  
**Application Requirements**  
**OMB Control No. 0693-XXXX**

**A. JUSTIFICATION**

This is an emergency review request in order to proceed with both programs for FY 2011. In order to begin and complete the application and award processes before the end of this school year, NIST is requesting approval by February 4, 2011.

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

The NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) and the NIST Research Experience for Teachers (NIST RET) are two competitive financial assistance (cooperative agreement) programs that offer middle school (Grades 6-8) science teachers an opportunity to participate in hands-on activities, lectures, tours, visits, or in scientific research with scientists and engineers in NIST laboratories in Gaithersburg, Maryland. The aim is to encourage them to inspire students to pursue careers in science, technology, engineering, and mathematics (STEM) fields.

The NIST Summer Institute has held four competitions since its inception; the NIST RET is a new program. After the fourth NIST Summer Institute session was held in the summer of 2010, it was determined that more teacher background information was needed to evaluate applications and to be in a better position to plan the activities for each Summer Institute as early as possible, based on the teacher selections in each competition. Additionally, with the creation of the NIST RET program, this information is required for teacher selection. The new form, NIST-1103, Teacher Application for the NIST Summer Institute and the NIST RET was developed to meet the purposes of both programs. The decision to proceed with these two programs for FY 2011 was not made until recently by the NIST Director.

Applications nominating middle school science teachers to participate in these two programs may only be submitted by U.S. public school districts and U.S. accredited private educational institutions in response to NIST announcements of availability of funds posted on the Grants.gov Web site. In addition to the application requirements of the applicant, i.e., U.S. public school districts and U.S. accredited private educational institutions; the nominated middle school science teachers must complete a teacher application form.

This request is for the information collection requirements associated with:

- a. Applications submitted by U.S. public school districts and U.S. accredited private educational institutions seeking Federal funding, and
- b. The required form (NIST-1103) that must be completed by nominated teachers and must be included with the application submitted by the U.S. public school districts and U.S. accredited private educational institutions.

The information collected is used by NIST to perform the requisite reviews of the applications to determine applicant and teacher eligibility, to make funding decisions, and to meet programmatic requirements, as well as compliance with 15 C.F.R. Part 14. This information will also be used for selection of a control group matching selected teachers to teachers not chosen, based on education, experience, grade levels taught, and to be taught. The control group will be used for comparison with the group of participants to assess program effectiveness. Additional information such as subjects covered in teacher classes will be used to develop the program and select topics and activities most relevant for the participants.

The statutory authorities for these programs are 15 U.S.C. § 272 (b)(4) and 15 U.S.C. § 278g-2a.

**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 applicable NIST Information Quality Guidelines.**

NIST announces the availability of Federal funds generally annually by posting an Announcement of Federal Funding Opportunity (FFO) on the Grants.gov Web site [www.grants.gov](http://www.grants.gov). The FFO provides detailed guidance for eligible applicants, i.e., U.S. public school districts and U.S. accredited private educational institutions interested in submitting cooperative agreement applications to NIST to support middle school science teachers to participate in the NIST Summer Institute or the NIST RET programs. A summary of the required information from the applicant, i.e., U.S. public school districts and U.S. accredited private educational institutions and the nominated teachers is described in the List of Application Requirements for Public Schools in ROCIS.

Upon receipt of timely applications, an initial administrative review will be performed to determine: a) applicant and teacher eligibility, b) compliance with application requirements, and c) completeness. Applications that are non-responsive, from ineligible applicants, and/or incomplete, will be eliminated. Responsive and complete applications will be considered further for possible funding. The designated Selecting Official for the respective programs will make final funding recommendations based on

the evaluation criteria described in the FFO. The final approval of selected applications and award of cooperative agreements will be made by the NIST Grants Officer. The award decision of the NIST Grants Officer is final and cannot be appealed.

The information collected is essential for NIST to perform the appropriate review of applications and make funding decisions. This collected information will not be disseminated to the public.

**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.**

Applications may be submitted electronically via Grants.gov ([www.grants.gov](http://www.grants.gov)).

**4. Describe efforts to identify duplication.**

The NIST Summer Institute and the NIST RET information collection needs to accomplish the goals and objectives of the programs. There are no other collections that gather similar information. The information requested is unique to each financial assistance application. No duplication of effort exists with other Federal government information collection efforts. Some of the questions may overlap with material provided in other parts of another Federal financial assistance application. If appropriate the applicant may simply copy the information from those parts of the application and paste it as appropriate.

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

Not applicable. The collection of information under these programs has no impact on small businesses or other small entities as they are not eligible to participate.

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

The programs cannot be accomplished without the collected information because it is critical in evaluating applications, and making funding decisions, which includes selecting and placing nominated teachers based on their background, experience, and interests.

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

The proposed collection of information will be conducted in a manner that is consistent 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 record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

A *Federal Register* notice will be submitted to solicit public comments on this information collection (copy in ROCIS). The public will be requested to send comments to the OMB Desk Officer by February 4, 2011.

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

Not applicable.

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

No assurance of confidentiality is given.

**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.**

Not applicable. The information collected does not include questions of a sensitive nature.

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

The burden hours for the collection of information are estimated at 400 based on approximately 100 applications with 3 nominated middle school science teachers at

1 hour per teacher for a total of 4 hours per application. A breakdown of burden hours for application submission is as follows:

1 hour: Per Applicant, i.e., U.S. public school districts and U.S. accredited private educational institutions, to read instructions and prepare Additional Applicant Information (100x 1 hour = 100 hours). Estimated burden hours = **100**.  
The burden hours to complete the standard forms are not included.

3 hours: For 3 nominated teachers to complete the NIST-1103 at 1 hour per teacher per school (3x100 = 300x1hour = 300 hours). Estimated burden hours = **300**.

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

None anticipated.

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

The annual cost burden to the Federal government is minimal. It is estimated to be \$150 for review and analysis of the applicant form.

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

Not applicable. This is a new collection of information for a new program.

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

Not applicable. The results of this collection will not be published for statistical use.

**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.**

Not applicable. No exception to the certification statement is requested.

## **B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection of information does not employ statistical methods.