

A. Justification.

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

This collection is required to ensure proper accounting of Federal funds provided under grants and cooperative agreements with institutions of higher education and other non-profit organizations. Reporting and recordkeeping are prescribed 14 CFR § 1260.10, § 1260.20§ 1260.21, § 1260.22, § 1260.24, § 1260.26, § 1260.32, § 1260.33, § 1260.35, § 1260.73, § 1260.75, and § 1260.77. Furthermore, collection constitutes NASA’s implementation of those parts of OMB Circular A-110 deemed applicable to Agency awards; i.e., submission of SF 272’s, recordkeeping, and prudent stewardship of Government-provided funds.

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

The information is used by NASA to effectively maintain and appropriate internal control system for grants and cooperative agreements with institutions of higher education and other non-profit organizations, and to comply with statutory requirements , e.g., Chief Financial Officer's Act, on the accountability of Federal funds. A description of the burden imposed by grants and cooperative agreements follows:

INFO AND REPORTS	FREQUENCY	USE
INFO Proposals	As needed	Select qualified recipients
Request for Payment	Occasionally	Make payments
Federal Cash Transaction Reports, SF 272’s	Quarterly	Track expenditures
Performance Reports	Annually	Assess progress
Changes and data on subcontracts and foreign nationals	Occasionally	Determine recipient control of expenditures and protect U.S. property interests
Recordkeeping	Continuous	Ensure Proper accounting of funds

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

Electronic funds transfer is used for payment under Treasury guidance. In addition, NASA encourages the use of computer technology and is participating in Federal efforts to extend the use of information technology to more Government processes via the Internet.

4. Describe efforts to identify duplication.

Each grant and cooperative agreement is awarded for a unique project. There is no known duplication of information.

5. If the collection of information impacts small businesses or other small entities (Item five of form OMB 83-I, the Paperwork Reduction Act Submission form), describe any methods used to minimize burden.

There is little or no impact on small business.

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

Absence of information provided by recipients by means of proposals, reports, and recordkeeping would result in NASA's inability to carry out its mission.

7. Explain any special circumstances that would cause an information collection to be conducted in certain manners (as listed).

None

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 before submission to OMB.

Not applicable

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

None

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

The confidentiality of this data is governed by statutes, the Freedom of Information Act, and agreement provisions and special conditions.

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.

No sensitive questions are involved.

12. Provide estimates of the hour burden of the collection of information.

Number of respondents = 1172

Number of annual responses = 47,710

Average length of time to complete response = 6.1061831 hours

Total annual hours requested = 47,710 X 6.1061831 = 291,326

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

There is no cost burden to respondents or record-keepers, as costs related to the collection of this information are reimbursed by the Federal Government.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses, and any other expense that would not have been incurred without this collection of information.

Estimated annual cost to NASA is \$3,300,000. This estimate is calculated by determining the average costs for hours taken by procurement and technical personnel to compile and analyze the data in the reports and proposals.

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

Adjustments were a result of greater use of information technology in producing reports.

16. For collections of information intended for publication, outline plans for tabulation and publication.

Not applicable

B. Collections of Information Employing Statistical Methods.

None