

**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 and property provided under cooperative agreements with commercial firms. Reporting and recordkeeping are prescribed 14 CFR Part 1274.

**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.**

Absence of the information provided by agreement recipients by means of the following proposals, reports, and recordkeeping would result in NASA's inability to carry out its mission and to comply with statutory requirements, e.g., Chief Financial Officers Act, on the accountability of public funds and maintenance of an appropriate internal control system.

INFO AND REPORTS	FREQUENCY	USE
Proposals	Occasionally	Select qualified recipients
Invoices	Milestones	Report Expenditures
Property Reports	Annually	Report to Congress
Patent & New Technology Reports	Annually	Protect rights of Government & recipients
Performance Reports	Annually	Assess progress
Changes, including subcontracts and foreign nationals	Occasionally	Determine recipient control of funds and property 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. Specifically, progress has been made in the area of property reporting, most of it being done electronically.

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

Each 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 would result in reduced accountability for public funds and property.

**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.**

The total annual burden is 1496 hours, broken down as follows:

There are 230 respondents each preparing an annual report that on the average takes approximately 6 hours to prepare for a total of 1380 hours. There are 58 change reports that each takes 2 hours to prepare for a total of 116 hours.

**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 \$51,000. 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.**

The number of cooperative agreements has been reduced. Also, greater use of information technology in producing reports has reduced the amount of time needed for recordkeeping as it relates to this collection.

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

Not applicable

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

Approval Expiration Date may be displayed.

**18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions" of OMB Form 83-1.**

Not applicable

## **B. Collections of Information Employing Statistical Methods.**

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*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 the Form OMB 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 (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods 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 collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

Not applicable. No respondent selection methods are used and no statistical analysis are conducted.

**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.**

**Statistical methodology for stratification and sample selection:**

Due to the nature of the information collection, statistical methods are not used.

**3. Describe methods to maximize response rates 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.**

Reporting to ensure proper accounting of Federal funds and property provided under cooperative agreements with commercial firms is highly publicized by regulation, though various NASA Web sites and other existing mechanisms such as bulletins.

**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 test may be submitted for approval separately or in combination with the main collection of information.**

No tests of procedures or methods are anticipated.

**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 person(s) who will actually collect and/or analyze the information for the agency.**

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