

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 3145-0215)**

TITLE OF INFORMATION COLLECTION:

Online survey for feedback on travel and media support for trade shows / conferences

PURPOSE:

We are requesting voluntary feedback from Engineering grantees who have been assisted by the NSF to attend trade shows, conferences, and similar events. Participants will be asked to complete a short questionnaire regarding their experience. The questionnaire will be administered after the event, using www.surveymonkey.com.

DESCRIPTION OF RESPONDENTS:

The respondents to this query will be Industrial and Innovation Partnership grantees who have been assisted by NSF to attend trade shows, conferences, and similar events.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Suzanne Plimpton, NSF Reports Clearance Officer

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS (for each event)

Category of Respondent	No. of Respondents	Participation Time	Burden
Private Sector	30 (for each event)	5 minutes	2 hours
Totals	30	5 minutes	2 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$0

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The group of respondents will be known and will consist of those Industrial and Innovation Partnership (IIP) grantees who have been assisted by the NSF to attend trade shows, conferences, and similar events. Because: 1) the number of attendees for each event will be so small; and 2) the survey will be voluntary, we will send the survey to every event attendee who was an IIP grantee assisted by NSF to attend the event.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

2. Will interviewers or facilitators be used? Yes No