

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 2700-0153)

TITLE OF INFORMATION COLLECTION: IGCCE FY2011 Awardee Entrance Questionnaire

PURPOSE:

Satisfaction survey in order to gain feedback from Principal Investigators of projects selected for cooperative agreement awards in the FY2011 proposal cycle for IGCCE (Innovations in Global Climate Change Education, now NASA Innovations in Climate Education or NICE). The requested feedback pertains to overall satisfaction with the proposal process that all of the awardees undertook, and is focused on identifying difficulties in that process. The feedback will be used to plan future workshops and to clarify language in future versions of NICE funding solicitations. This is part of an overall effort on the part of the NICE management team to provide better services for the Principal Investigators and proposers.

DESCRIPTION OF RESPONDENTS:

Principal Investigators of FY2011 awardee projects in the IGCCE/NICE program. These principal investigators include faculty and staff at academic institutions and nonprofit organizations.

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: _____ Ann M. Martin _____

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, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) 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

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	14	5 minutes	70 minutes
Totals	14	5 minutes	70 minutes

FEDERAL COST: The estimated annual cost to the Federal government is \$1750. The cost is based on an annualized effort of 10 person-hours for administration and data collection, and 60 person-hours of analysis and synthesis, at the postdoctoral fellow’s rate of \$25/hour.

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

1. 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 survey will be sent to the Principal Investigator of each project selected for cooperative agreement funding in the IGCCE/NICE FY2011 funding cycle.

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