

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

TITLE OF INFORMATION COLLECTION: NICE 2011 New PI Orientation Meeting
Evaluation

PURPOSE:

Meeting satisfaction survey in order to gain feedback from participants in the NICE 2011 New PI Orientation Meeting. The feedback will be used to plan future Orientation meetings and other gatherings of Principal Investigators in the NICE program. This is part of an overall effort on the part of the NICE management team to provide better services for the Principal Investigators.

DESCRIPTION OF RESPONDENTS:

Attendees of the NICE 2011 New PI Orientation Meeting will include the principal investigators of projects that have been funded through cooperative agreements by the NASA Innovations in Climate Education (NICE, formerly Innovations in Climate Change Education, IGCCE) program at NASA Langley Research Center in Fiscal Year 2011. 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 [X] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	20	5 minutes	100 minutes
Totals	20	5 minutes	100 minutes

FEDERAL COST: The estimated annual cost to the Federal government is \$250. The cost is based on a total effort of 4 person-hours for administration and data collection, and 6 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 [X] 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 evaluation form will be given to all attendees of the NICE 2011 New PI Orientation Meeting. All of these attendees are Principal Investigators of NICE awardee projects.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - [] Web-based or other forms of Social Media
 - [] Telephone
 - [X] In-person
 - [] Mail
 - [] Other, Explain
2. Will interviewers or facilitators be used? [] Yes [X] No