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

TITLE OF INFORMATION COLLECTION: Summer of Innovation (SoI) Project Review Meeting Customer Feedback

PURPOSE: The SoI Project Review Meeting will be held November 2-3, 2011 and the NASA SoI Project Management Team would like to conduct a post-conference survey get feedback from the participating attendees (SoI National Awardees and SoI Center Points of Contact). The goal is to benchmark the effectiveness of the meeting in order to better serve the same community in the future. The SoI Project Management Team will use this information to shape the size and content of future SoI Project Review Meetings.

DESCRIPTION OF RESPONDENTS: SoI National Awardee representatives including the Principal Investigator and/or an administrator/partner along with NASA SoI Center Points of Contact and/or support staff.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: **Terri Rodgers (Summer of Innovation Project Manager)**

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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
National Awardees	*20*	*7 minutes*	*2.3 hours*
Center SoI Point of Contacts	*20*	*7 minutes*	*2.3 hours*
Totals	**40**	**7 minutes**	**4.6 hours**

FEDERAL COST: The estimated annual cost to the Federal government is $400.

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?
        NASA is planning to provide the questionnaire to all of the targeted respondents representing the National Awardees and the Center SoI Point of Contacts as a census.

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