

**National Institute for Disability and Rehabilitation Research
NIDRR Application Packages**

REQUEST FOR OMB APPROVAL

**SUPPORTING STATEMENT REQUIRED UNDER
THE PAPERWORK REDUCTION ACT**

Justification

1. Circumstances that make the collection of information necessary.

The National Institute on Disability Rehabilitation Research's (NIDRR or the Institute) mission is to generate new knowledge and promote its effective use to improve the abilities of individuals with disabilities to perform activities of their choice in the community, and also to expand society's capacity to provide full opportunities and accommodations for its citizens with disabilities. Toward this end, NIDRR conducts comprehensive and coordinated programs of research and related activities to maximize the full inclusion, social integration, employment and independent living of individuals of all ages with disabilities. NIDRR's focus includes research in areas such as employment; health and function; technology for access and function; independent living and community integration; and other associated disability research areas.

NIDRR provides support to research and related activities in the area of disability through discretionary grants. These activities are authorized by the Rehabilitation Act of 1973, as amended, and the program regulations under 34 CFR Parts 350-360. NIDRR's Awards are made on the basis of competitively reviewed applications. This information collection (IC) consists of the grant application packages necessary for individuals and institutions to apply for NIDRR grants. If NIDRR cannot collect this information from applicants, it cannot comply with its legislative mandate and conduct expert peer reviews to make grant funding decisions.

The grant application package is necessary to standardize applications for the many programs in NIDRR with the least amount of burden to the applicants. Without the information contained in this application package, the Department would not be able to effectively comply with the legislative mandate and conduct expert peer reviews to make grant funding decisions. Applicants, including individuals and small businesses, may elect to apply for grants. The information required by the government is minimal. The Institute discourages elaborate or lengthy applications. Most applicants elect to submit far more information than the Institute requires.

2. Purposes for which the information is used.

NIDRR is unable to use the Department of Education's approved generic application package because of the program-specific selection criteria published in CFR 350.54, CFR 356.30, and CFR 359.31. Therefore, NIDRR must have its own application packages.

NIDRR uses these grant application packages to standardize applications for the many programs in NIDRR. This IC includes application packages for the following programs: 84.133A, Disability Rehabilitation Research Projects; 84.133B, Rehabilitation Research and Training Centers; 84.133E, Rehabilitation Engineering Research Centers; 84.133F, Research Fellowship; 84.133G, Field Initiated Project; 84.133N, Special Projects and Demonstrations for Spinal Cord Injuries Program; and 84.133P, Advanced Rehabilitation Research Training Project.

3. Use of information technology.

NIDRR generally requires grant applicants to submit their applications via the Department of Education's electronic grant system and intends to continue to use e-Application or Grants.gov APPLY.

The Department intends to provide access to instructions for electronic standard forms -- SF 424 and ED 524 (OMB No. 1890-0004) to record much of the information required by P.L. 106-554; some of the required information is outside the scope of these forms, however.

NIDRR also generally conducts its peer review competitions using distance technology. NIDRR uses the e-Reader module of the U.S. Department of Education's e-Grants Web Portal to expedite the application review process.

4. Efforts to identify duplication.

NIDRR's grant programs, and therefore its grant application packages, are unique at the Department of Education. NIDRR is unable to use the Department of Education's approved generic application package because of the program-specific selection criteria published in CFR 350.54, CFR 356.30, and CFR 359.31. Therefore, NIDRR must have its own application packages.

5. Collection of information involving small entities.

The collection of information does not impact small businesses or other small entities.

6. Consequence to Federal program or policy activities if the collection is conducted less frequently.

This information is not collected from entities on a regular basis. It is collected only as a part of a grant competition. Applicants, including individuals and small businesses, may elect to apply for grants. The information required by the government is minimal. The Institute discourages elaborate or lengthy applications. Most applicants elect to submit far more information than the Institute requires. Applicants provide this information voluntarily as a condition of competing for the grant. If NIDRR cannot collect this

information from applicants, it cannot comply with its legislative mandate and conduct expert peer reviews to make grant funding decisions.

7. Special circumstances that require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.5.

There are no special circumstances that require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.5.

8. Efforts to consult with persons outside the agency.

Over the past three years NIDRR staff has had in person, e-mail, and telephone conversations with applicants about our application process. Changes in the clarifying information and the estimates on the number of burden hours are made based on this communication.

9. Payments or gifts to respondents

There are no payments or gifts to respondents.

10. Assurances of Confidentiality

This is not applicable to this information collection.

11. Questions of a sensitive nature.

There are no questions of a sensitive nature.

12. Estimates of the hour burden of the collection requirements.

Estimates of Hour Burden for this Information Collection:

Number of Applications	655
Hours Needed to Complete.	200 ¹
Total Burden Hours	131,000

Estimated total percentage of applicants for the 133A, Disability Rehabilitation Research Projects; 133B, Rehabilitation Research and Training Centers; 133E, Rehabilitation Engineering Research Centers; 133F, Research Fellowships; 133G, Field Initiated Projects; 133N, Spinal Cord Injury Model Systems; 133P Advanced Rehabilitation Research Training programs.

- 30% Institutes of Higher Education
- 40% State (includes State Universities)
- 19% Not for Profit

¹ Based on discussions with current applicants and grantees 200 burden hours is an average number of hours.

10% For-Profit
 1% Individuals

13. Estimate of the total annual cost burden.

Estimates of Annual Cost Burden to Respondents for this Information Collection:
 Preparation of Application (\$28.00 per hour X 200 burden hours)
 ... \$5,600
 Postage and Printing (\$50.00 per application X 0 applications²)
 ... \$ 0
 Total Cost Burden (per applicant) \$5,600

Estimated total average number of application, percentage and hours by individual programs.

<u>Program</u>	<u>Average # of Applications</u>	<u>% of 655 estimated #</u>	<u>Estimated Hours</u>	<u>Amount</u>
133A	125	19.23%	25,000	\$ 700,000
133B	30	3.85%	6,000	\$ 168,000
133E	30	4.62%	6,000	\$ 168,000
133F	75	11.54%	15,000	\$ 420,000
133G	350	53.85%	70,000	\$1,960,000
133N	35	5.38%	7,000	\$ 196,000
133P	10	1.53%	2,000	\$ 56,000
Total	655	100%	131,000	\$3,668,000

14. Annualized cost to the Federal Government.

OSERS, including NIDRR, has a contractor to assist program staff to organize, mail, contact peer reviewers for the grant competitions. Contractor Staff Time is based on approved contract. In FY 2010, the estimated cost for 20 competitions is \$757,262, which equals \$37,863 average contractor cost per competition.

NIDRR individual staff time for peer review is estimated at 20% of time. This includes: (1) Review of applications; (2) Recruitment of reviewers; (3) Review of peer reviewer material; (4) Actual competition; and (5) Pre-funding and competition slate preparation.

NIDRR uses an average of 5 to 7 reviewers per panel. The number of panels change based on the number of priorities and the number of applications received per priority competition. Electronic Peer Reviewer reimbursement is estimated at \$200.00 per day for 3 days of Peer Review and \$200.00 for one day preparation, to total \$800.00 per reviewer.

² NIDRR is requiring that all submissions be received electronic format unless a waiver is granted.

In Person Per Diem, if needed, is figured at the Washington DC rate of 3 nights stay at \$229.00 per night (\$687) and M&IE at \$71 per day (\$213). Average cost per reviewer per day is \$284.00 and for 3 days is \$1,527.00. The number of reviewers ranges from 4-7 per competition with an average of 5.

BY PROGRAM COST FOR ELECTRONIC PEER REVIEW PROCESS

Program	Number Of Competitions ³	Number of Panels	NIDRR Staff Per Person	Contractor Staff Time	Peer Reviewer Time
133A	6	9	\$180,611	\$97,397	\$36,000.00
133B	6	8	\$160,553	\$86,664	\$32,000.00
133E	2	2	\$ 75,726	\$21,666	\$ 8,000.00
133F	1	4	\$ 80,271	\$43,332	\$16,000.00
133G-1/2	1	9	\$180,611	\$97,397	\$36,000.00
133P	1	2	\$ 75,726	\$21,666	\$ 8,000.00
133N ⁴	1	2	\$ 75,726	\$21,666	\$ 8,000.00

OVERALL COST FOR ELECTRONIC PEER REVIEW PROCESS

NIDRR Staff Per Person	Contractor Staff Time	Peer Reviewer Time (5 reviewers)
\$829,224.00	\$389,788.00	\$144,000.00

**OVERALL COST FOR IN-PERSON PEER REVIEW PROCESS
(1 competition – 1 panel)**

NIDRR Staff Per Person	Contractor Staff Time	Peer Reviewer Time/Travel/Per Diem (5)
\$20,067.84	\$10,833	\$11,635.00 ⁵

15. Reasons for change in burden.

The number of applicants may increase due to a wider dissemination outreach effort of NIDRR’s priorities and regulatory programs by NIDRR staff. Posting competitions on the Grants.gov website or e-Application has also increased interest for these applications. We are adding an option to use a voluntary Letter of Intent to assist with our peer review process and updating the electronic grant submission information.

³ Number of Competitions is based on the estimate of FY 2010 numbers.

⁴ There is no 133N competition in FY 2010. The next competition is in FY 2011.

⁵ Less the cost of travel.

16. Publishing of the collection of information.

Each application package is printed and sent to an individual or entity upon request, or is available electronically.

17. Displaying the expiration date for OMB approval.

The OMB approval will be displayed.

18. Exceptions to the certification statement.

There are no exceptions to the certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

No statistical methods are used to collect this information.