

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)

TITLE OF INFORMATION COLLECTION:

Investing in Innovation Project Director Technical Assistance Survey

PURPOSE:

This survey is intended for the project directors of US Department of Education’s Investing in Innovation (i3) grants. The purpose of the survey is to assess the degree to which i3 grantees are utilizing the technical assistance services and resources provided by the i3 TA contract led by Westat, Inc. (e.g., individual technical assistance, group webinars, Communities of Practice) and obtain feedback from grantees on their satisfaction with and the usefulness of those services and resources.

DESCRIPTION OF RESPONDENTS:

The respondents to the survey are the current Project Directors of funded grants in the i3 program. Currently, there are currently 46 funded i3 projects.

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: Stephanie L. Teller, Program Specialist – Office of Innovation & Improvement

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

Category of Respondent	No. of Respondents	Participation Time	Burden
Recipients of i3 Federal Funds – Private Sector, Local, State Governments	46	25 minutes	20
Totals	46	25 minutes	20 hrs.

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

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?
[x] 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?

All of the grantees will be responding to the survey in order to obtain responses from all individuals to inform future technical assistance efforts. No sampling will occur during this survey as the information obtained will not be used for statistical purposes.

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

Please make sure that all instruments, instructions, and scripts are submitted with the request.