

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

TITLE OF INFORMATION COLLECTION:

Feedback on IES Request for Applications (RFA) Documents

PURPOSE:

Through its research grants programs, the Institute of Education Sciences (IES) seeks to improve the quality of education for all students through research advancing the understanding of and practices for teaching, learning, and organizing education systems. During the Spring of 2013, IES released Requests for Applications (RFAs) for funding in FY 2014 for the Education Research Grants program (CFDA # 84.305A) and the Partnerships and Collaborations Focused on Problems of Practice or Policy program (CFDA # 84.305H).

Feedback regarding the clarity of the requirements and information provided in these two RFA documents will be requested from all grant applicants that submitted a proposal to these programs for funding in FY 2014. IES will use the feedback from the survey to improve the clarity of the information provided to applicants in future RFA documents.

DESCRIPTION OF RESPONDENTS:

Respondents to the survey will be Principal Investigators of each grant application submitted to the Education Research Grants program (CFDA #84.305A) and the Partnerships and Collaborations Focused on Problems of Practice or Policy program (CFDA # 84.305H). A link to the web-based survey will be e-mailed to all Principal Investigators. The survey will be accessible for 3-weeks from the date of the original e-mail. A follow-up e-mail will be sent to all Principal Investigators 2-weeks after the original e-mail date to remind applicants to complete the survey. No individual reminders/follow-ups will be conducted because survey submissions will be anonymous.

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: Christina Chhin

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
Individuals – 84.305A Applicants	675	15 min	169
Individuals – 84.305H Applicants	150	10 min	25
Totals	825	25 min	194

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?
 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?

Once a research grant application is submitted to IES, the name of the Principal Investigator along with their contact information is recorded in the grants.gov and G5 system. We will obtain the list of all applicants, including the name of the Principal Investigator and their e-mail address through the G5 system. All Principal Investigators that applied to the Education Research Grants program (CFDA # 84.305A) or the Partnerships and Collaborations Focused on Problems of Practice or Policy program (CFDA # 84.305H) will be contacted via e-mail and asked to complete the web-based survey.

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

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