

SECTION B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. Respondent universe, sampling, or other selection procedures

Documentation will be provided for each collection instrument falling under this information collection in order to capture the accurate information and range of methods to be used. Some surveys could be simple customer feedback and employ no statistical methods.

B2. Procedures for collection of the information

Data collection methods and procedures will vary and the specifics of these will be provided with each collection request. NSF expects to use a variety of methodologies for these collections. For example, NSF or its contractors may use commercial survey-specific software to automate its collection and analysis of feedback. In addition to physical copies, information collection instruments may be electronically disseminated and/or posted on target pages of NSF's web site. Telephone scripts, personal interviews, and focus groups with professional guidance and moderation may also be used.

B3. Methods to maximize response rates and to minimize non-response rates

For projects using mail surveys, reminder phone calls, reminder mailings or mailings of another copy of the survey may be used to maximize the response rates. For those projects using a web survey, we will use emails as appropriate to maximize response rates.

B4. Tests or procedures

Pre-testing may be done with internal staff, a limited number of external colleagues, and/or customers familiar with the programs and products. If the number of pre-test respondents exceeds nine members of the public, NSF will submit the pretest instruments for review under this generic clearance.

B5. Names and telephone numbers of individuals consulted

We will provide the names of all involved individuals for each submitted survey.