

What Works Clearinghouse Database Forms Revisions

**Supporting Statement
CONTROL No. 1850-0788**

Submitted to:

Office of Management and Budget

Submitted by:

**Institute for Education Sciences
U.S. Department of Education**

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INTRODUCTION

This submission is a request to continue a currently approved collection under OMB Control Number 1850-0788 for the What Works Clearinghouse (WWC) [ED-07-CO-0062]. The U.S. Department of Education (ED) established the WWC to develop, maintain, and make accessible a system of high quality reviews of studies of the effectiveness of education-related interventions. In support of this effort, the WWC currently collects the following types of information:

- Contact Us Forms
- Registry of Evaluation Researchers
- Registry of Randomized Controlled Trials

This supporting statement describes the justification for the WWC data collections; the sections of the forms are detailed in the attachments. This document, which addresses Office of Management and Budget (OMB) concerns regarding respondent burden and paperwork control, has been prepared according to guidelines for completing the justification statement to accompany OMB Form 83-I.

JUSTIFICATION

1. Necessity of Information Collection

There is an increasing recognition among policymakers that decisions about educational programs, products, and practices should be based on evidence of effectiveness from high quality scientific research. The Elementary and Secondary Education Act, as amended by the No Child Left Behind Act (PL 107-110), for example, includes numerous requirements to use the findings from “scientifically based research” in designing and implementing educational interventions. Identifying evidence-based approaches to meet the educational needs of *all* children will prove difficult unless education decision makers, including parents, are provided with the timely information and support they need to make wise choices from among the ever-increasing options. Stakeholders urgently want credible and reliable information that enables them to judge the effectiveness and quality of alternative approaches to raising student achievement. Educators, policymakers, and the public cannot be expected to *do* “what works” until they actually *know* “what works.” By transforming education into an evidence-based field, ED is working to fulfill its mission of improving student outcomes and providing the information that decision makers need.

The WWC is a key part of this effort. Established by the ED’s Institute of Education Sciences (IES) in 2002, the purpose of the WWC is to offer everyone—from public officials to the public at large—a central, independent, and trusted source of scientific evidence of what works in education. To be successful, the WWC involves key constituents in the process of its activities, the development of its products, and identification of areas for improvement.

In support of this effort, the web-based submission forms currently posted on the What Works Clearinghouse website (whatworks.ed.gov) (1) allow the public to nominate evidence-based research studies, interventions, and topics for review by the WWC, (2) collect information about researchers and study authors who want to supply the public with information about their evaluation services, and (3) collect information on randomized controlled trials of education interventions. Accordingly, the WWC will continue to administer the following:

- ***Contact Us Form*** for study, intervention, and topic nominations
- ***Registry of Evaluation Researchers Form*** for registration
- ***Registry of Evaluation Researchers Letter of Commitment***
- ***Registry of Randomized Controlled Trials Form*** for registration
- ***Registry of Randomized Controlled Trials Letter of Commitment***

Clearance is requested to continue these information collection efforts that support the development, operation, and evolution of the WWC and provide the public with information they request.

2. Purposes and Use of the WWC Data Collection Forms

Below we explain the purpose of each of the existing voluntary information collection forms.

Contact Us Form. The Contact Us Form allows users to submit correspondence to the WWC and nominate interventions, topics, and studies to review. Contact Us forms may also be used as an informal survey for users to submit nominations to inform the WWC of interventions users want considered for inclusion in WWC Intervention Reports and to prioritize topics and practice guides proposed and recommended to IES in the WWC Annual Plan. Users may also submit study nominations to inform the WWC of studies relevant to WWC Intervention Reports. The WWC collects study submissions to supplement the studies located by staff, and these studies are considered for inclusion in WWC Intervention Reports. Users nominating studies for review also are given the option to upload the studies.

The Department does not request changes to the elements of the forms (attachment 01 [text documentation], attachment 02 [study submission text documentation], and 03 [details]). These elements are the following:

- User email address
- Subject
- Category
- Message

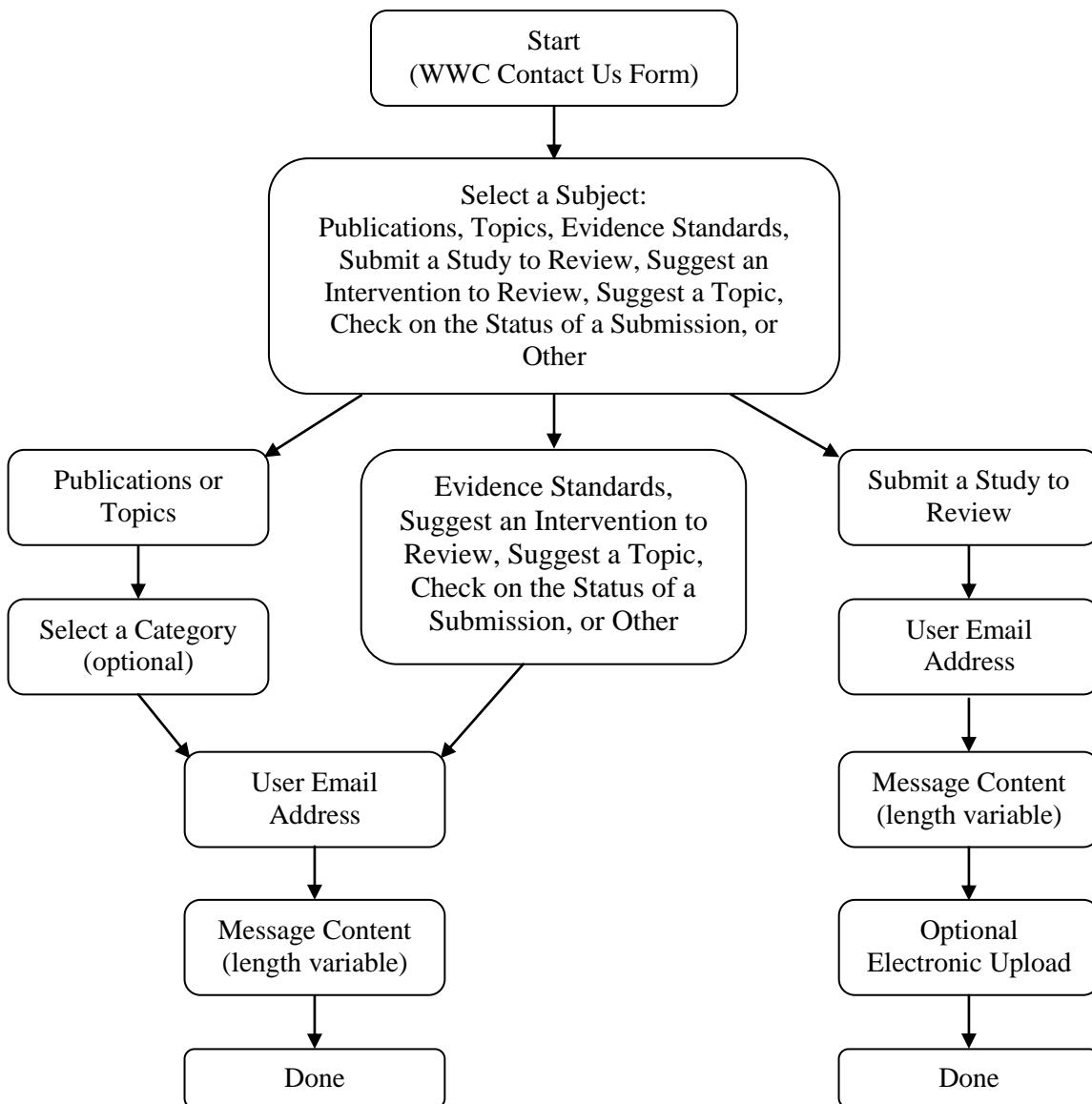
WWC Submission Process. The WWC Submission Process Flowchart shown in Exhibit 1 demonstrates the path that website users will be prompted to take during the online submission process.

Responses to the Contact Us forms will be captured in a database. Case ID numbers will be used in association with respondents' information. Individual identifying information is accessible only to project staff and will be used only if there are questions about a respondent's submission.

Information will be stored in a secure database on the WWC private website. At the end of the contract, the WWC will provide ED with the database created during the project.

EXHIBIT 1

WWC Submission Process



Registry of Evaluation Researchers Form and Registry of Evaluation Researchers Letter of Commitment. The online Registry of Evaluation Researchers provides potential sponsors of effectiveness studies with information about individual and organization evaluators who subscribe to the standards of evidence established by the WWC. This registry contributes to advancing the quality of educational research by (1) assembling a substantial list of committed outcome evaluation providers and (2) supplying tools and guides that help consumers decide what they need, how to assess the qualifications of the evaluators, how to use the information supplied to find potential evaluation providers, and how to supplement the help provided by the registry with other sources of assistance. To be included, evaluators must complete a registration form and sign a commitment letter on the password-protected website (attachment Forms 04 [text documentation] and 05 [letter]). The Department does not request changes to either of these forms.

Registry of Randomized Controlled Trials Form and Registry of Randomized Controlled Trials Letter of Commitment. The online Registry of Randomized Controlled Trials provides users with information about randomized controlled trials (RCTs) of education interventions, including those completed and with a final report available, those funded and in progress, and those not yet reviewed by the WWC under one of its topic review areas. This registry contributes to advancing the quality of educational research by (1) assembling a substantial list of RCTs in education on particular topics or interventions that are funded and in progress or completed, and with a final report available; and (2) supplying tools and guides that help consumers understand how to use the information supplied in the Registry of Randomized Controlled Trials. To be included, the researchers or entities conducting an RCT must complete the registration form and sign a commitment letter on the password-protected website (attachment Form 06 [text documentation] and 07 [letter]). The Department does not request changes to either of these forms.

The Department does not assess the quality and accuracy of the information supplied by researchers and entities wishing to list studies in the Registry of Randomized Controlled Trials, only its completeness. This is clearly stated in the searchable online registry. Participation is voluntary. Because the registry relies on self-reported data, sufficient information is needed so that members of the user community can determine for themselves whether the RCTs—either funded and in progress or completed, and with an available final report—meet their needs.

3. Use of Technology in Information Collection

All WWC databases, customer surveys, and registry forms are web based. Website users may choose to print out the forms from the website and submit a paper copy, but we expect most users to submit the forms electronically via the automated website interfaces. These interfaces have been designed to impose as little collection burden as possible, while still gathering the information needed to inform the WWC. The Contact Us nomination forms are only 1 to 3 pages, and each page requires no more than three items from the user.

To reduce the burden on those using the Registry of Evaluation Researchers and the Registry of Randomized Controlled Trials, returning users may update their forms without having to resubmit their information. Assistance also is provided in using the web-based forms. For example, the registry forms link users to definitions of key terms and documents, where appropriate. In addition, users have easy access to personal and individual guidance if needed, and information on how to contact the WWC is presented prominently on the website.

4. Efforts to Identify Duplication

The information to be collected from the Contact Us forms, the Registry of Evaluation Researchers database, and the Registry of Randomized Controlled Trials is not available from any other source and does not duplicate any other existing information collection effort.

5. Burden on Small Business Organizations

Not applicable to this information collection.

6. Consequences of Less Frequent Information Collection

The Contact Us forms are voluntary and must be sought out by WWC website users; therefore, the Department assumes that users will complete these forms only when they wish to contact the WWC; submit answers for an informal survey; or nominate an intervention, study, or topic for review.

Submitting information through the Registry of Evaluation Researchers and the Registry of Randomized Controlled Trials is also voluntary, but users are prompted to update their information on an annual basis in order to keep the contents of the database up to date and useful to the public.

Information about the availability of Contact Us forms will be disseminated periodically at presentations to encourage users and potential users to visit the website and submit their requests and feedback. If we did not disseminate information about these opportunities periodically, existing users might forget that this feature of the website is available to them, and potential users might not learn how to submit their nominations and information needs.

7. Special Circumstances

Users may submit copyrighted publications. These publications will not be shared with the public until the appropriate permissions are obtained. Users may also submit unpublished studies and request that they be kept confidential. These studies also will not be shared with the public until permission is obtained.

There are no other special circumstances as described in the OMB guidelines.

8. Outside Consultants

Since the contract award date, WWC staff members have given presentations to a wide range of administrators, researchers, policymakers, practitioners, and others to inform them about the WWC and allow them to inform us of their information needs. These presentations take place

during conferences where people can visit a booth to speak with presenters and informally make suggestions. Information provided through these interactions and presentations has guided the redesign of the nomination forms.

No outside consultants have contributed to the design of the registries. No outside consultants will contribute to the maintenance of the registries.

The 60-day Federal Register Notice published Vol. 77, page 31592 on May 29, 2012. No public comments have been received.

9. Explanation of Providing Payment or Gifts to Respondents

No payment or gift of any kind will be provided to respondents.

10. Assurance of Confidentiality

For the Contact Us forms, case ID numbers will be used in association with the respondent's information. The website has a privacy policy statement indicating that no individual identification will be posted on the public website without the user's permission. Information about users will be reported at the aggregate level only. Contact information on Contact Us forms is used for the express purpose of clarifying the WWC user's submission and will not be released beyond the WWC staff with an immediate need to clarify the submitted information.

The purpose of the Registry of Evaluation Researchers database is to allow evaluators to post their credentials and contact information to the public; therefore, it is assumed that when evaluators submit their forms, they are not requesting confidentiality. The WWC does, however, offer evaluators the option of limited disclosure for studies. For example, respondents can request that proprietary information be kept confidential. This typically will be requested only when an evaluator is in the process of getting a study published and would like the WWC to post the study information after it is publicly available. Additionally, the WWC will post only the provided contact and experience information; biographies, resumes, and curricula vitae will not be available through the WWC.

The purpose of the Registry of Randomized Controlled Trials is to enable researchers and other stakeholders to post information to the public regarding RCTs that are funded and in progress or completed, and with an available final report; therefore, it is assumed that when stakeholders submit their forms, they are not requesting confidentiality. The WWC will post only the provided bibliographic information and study abstract; the full text of the study will not be available through the WWC.

11. Sensitive Questions

None of the requested information is sensitive in nature.

12. Estimates of Hour Burden

In January 2007, the initial collection was submitted for approval. Since the initial collection was approved, experience in operating the WWC has led to changes in the necessary information requested from users, which resulted in anticipated changes in hourly burden estimates. The total number of respondents for all WWC forms is estimated to be 1,740 across three years, with the total annualized responses at 580. The total number of burden hours for all collections is estimated to be 488, with the total annualized hours at 163. The annualized burden of 163 hours represents a decrease of 17 hours from the previous submission, despite a slight increase in respondents and responses. Hourly burden estimates by form and totals by year are displayed in Exhibit 2.

The estimated cost to respondents for all WWC forms is \$9,403.89 across three years, with the total annualized cost at \$3,134.63. Cost burden estimates by form and totals by year are displayed in Exhibit 3. Estimates are based on the average hourly wage (\$19.29) as of June 2007, as reported by the Bureau of Labor Statistics National Bulletin.¹

¹ Available at <http://www.bls.gov/ncs/ocs/sp/ncbl0910.pdf>. Accessed April 9, 2012.

EXHIBIT 2

Estimates of Hourly Burden

Form	Year	Time to Complete	Number of Respondents	Hourly Burden
Contact Us Forms	Y1	3 minutes	350	17.5
Registry of Evaluation Researchers	Y1	120 minutes	30	60
Registry of Evaluation Researchers Update*	Y1	30 minutes	60	30
Registry of Randomized Controlled Trials	Y1	30 minutes	80	40
Registry of Randomized Controlled Trials Update*	Y1	15 minutes	60	15
<i>Total, Year 1</i>			580	162.5
Contact Us Forms	Y2	3 minutes	350	17.5
Registry of Evaluation Researchers	Y2	120 minutes	30	60
Registry of Evaluation Researchers Update*	Y2	30 minutes	60	30
Registry of Randomized Controlled Trials	Y2	30 minutes	80	40
Registry of Randomized Controlled Trials Update*	Y2	15 minutes	60	15
<i>Total, Year 2</i>			580	162.5
Contact Us Forms	Y3	3 minutes	350	17.5
Registry of Evaluation Researchers	Y3	120 minutes	30	60
Registry of Evaluation Researchers Update*	Y3	30 minutes	60	30
Registry of Randomized Controlled Trials	Y3	30 minutes	80	40
Registry of Randomized Controlled Trials Update*	Y3	15 minutes	60	15
<i>Total, Year 3</i>			580	162.5
<i>Total, Years 1-3</i>			1,740	487.5

* The Registry of Evaluation Researchers and the Registry of Randomized Controlled Trials updates are not different forms. Rather, users are provided an opportunity to edit the information that already exists and is prepopulated in the appropriate completed form.

EXHIBIT 3
Estimates of Annualized Cost

Form	Year	Number of Respondents	Hourly Burden	Cost
Contact Us Forms	Y1	350	17.5	\$337.58
Registry of Evaluation Researchers	Y1	30	60	\$1,157.40
Registry of Evaluation Researchers Update*	Y1	60	30	\$578.70
Registry of Randomized Controlled Trials	Y1	80	40	\$771.60
Registry of Randomized Controlled Trials Update*	Y1	60	15	\$289.35
<i>Total, Year 1</i>			162.5	\$3,134.63
Contact Us Forms	Y2	350	17.5	\$337.58
Registry of Evaluation Researchers	Y2	30	60	\$1,157.40
Registry of Evaluation Researchers Update*	Y2	60	30	\$578.70
Registry of Randomized Controlled Trials	Y2	80	40	\$771.60
Registry of Randomized Controlled Trials Update*	Y2	60	15	\$289.35
<i>Total, Year 2</i>			162.5	\$3,134.63
Contact Us Forms	Y3	350	17.5	\$337.58
Registry of Evaluation Researchers	Y3	30	60	\$1,157.40
Registry of Evaluation Researchers Update*	Y3	60	30	\$578.70
Registry of Randomized Controlled Trials	Y3	80	40	\$771.60
Registry of Randomized Controlled Trials Update*	Y3	60	15	\$289.35
<i>Total, Year 3</i>			162.5	\$3,134.63
<i>Total, Years 1–3</i>			487.5	\$9,403.89

* The Registry of Evaluation Researchers and the Registry of Randomized Controlled Trials updates are not different forms. Rather, users are provided an opportunity to edit the information that already exists and is prepopulated in the appropriate completed form.

13. Estimate of Annual Cost Burden to Respondents

There are no start-up costs to respondents related to this collection or other costs not accounted for earlier.

14. Estimate of Annual Cost to the Federal Government

The total cost to the federal government for the Contact Us forms, Registry of Evaluation Researchers, and Registry of Randomized Controlled Trials is estimated at \$35,424.00 across the three years, with the total annualized cost at \$11,808.00. This represent a \$193,827.57 decrease from the original total cost estimate in January 2007. Exhibit 4 displays the costs by year for maintaining and administering the online forms and databases, promoting and requesting input from the public, and analyzing and tabulating results.

EXHIBIT 4 **Estimated Cost to Federal Government, by Year**

Year	Total Number of Respondents	Maintenance and Administration	Development	Total
Year 1	580	\$11,808.00	\$0.00	\$11,808.00
Year 2	580	\$11,808.00	\$0.00	\$11,808.00
Year 3	580	\$11,808.00	\$0.00	\$11,808.00
Total	1,740	\$35,424.00	\$0.00	\$35,424.00

15. Program Changes or Adjustment

Based on the numbers of public submissions we have received in the past two years, we have adjusted the figures to estimate the number of future responses more accurately. We anticipate a decrease of 17 burden hours. This decrease is considered an adjustment because the decrease is due to a projected decrease in the Registry of Evaluation Researchers and Registry of Randomized Controlled Trials updates. The decrease in burden hours is despite the fact that the total number of respondents and responses have increased slightly on an annual basis.

There are no requested program changes.

16. Plans for Tabulation and Publication of Results

The majority of tabulations of the information collected under this request will be for internal use by WWC contractors and ED staff. The information will be used to ascertain the needs of the public and take their suggestions, as well as to monitor how well the WWC is meeting their needs.

17. Approval to Not Display OMB Expiration

This approval is not requested.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions.

ATTACHMENTS

Forms for Existing and Approved Collection

- 01 Contact Us Form
- 02 Contact Us Study Submission Form
- 03 Contact Us Details
- 04 Registry of Evaluation Researchers Form
- 05 Registry of Evaluation Researchers Commitment Letter
- 06 Registry of Randomized Controlled Trials Form
- 07 Registry of Randomized Controlled Trials Commitment Letter