

Request for Approval under the “**GENERIC CLEARANCE FOR QUALITATIVE CONSUMER EDUCATION, ENGAGEMENT, AND EXPERIENCE INFORMATION COLLECTIONS**” (OMB Control Number: 3170-XXXX)

TITLE OF INFORMATION COLLECTION:

PURPOSE:

DESCRIPTION OF RESPONDENTS:

TYPE OF COLLECTION: (Check all that apply)

- In-Person Meeting
- Interview
- Focus Group
- Social Media Poll

- Qualitative Survey
- Small Discussion Group
- Online Discussion Forum
- Other: _____

CERTIFICATION:

By submitting this document, the Bureau certifies the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.

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

Assurances of Confidentiality:

- 1. Will a pledge of confidentiality be made to respondents? [] Yes [] No
- 2. If Yes, please cite the statute, regulation, or contractual terms supporting the pledge.

JUSTIFICATION OF SENSITIVE QUESTIONS (if applicable):

BURDEN HOURS

Category of Respondent	Number of Respondents	Participation Time	Burden
Totals			

FEDERAL COST: The estimated annual cost to the Federal government is _____

Strategies for Selecting Respondents

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?

Information Collection Procedures

Please summarize the procedures that will be used to collect data from respondents.

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.