

**Supporting Statement for Form SSA-9901, SSA-9902, and SSA-9903**  
**Cost Reimbursable Research Request**  
**20 CFR 401.165**  
**OMB No. 0960-0754**

**A. Justification**

**1. Introduction/Authoring Laws and Regulations**

Section 1106 of the *Social Security Act* (the *Act*) authorizes the Social Security Administration (SSA) to enter into a reimbursable agreement with approved requestors. 5 U.S.C. § 552a (b)(5) and 20 CFR Part 401.165 of the *Code of Federal Regulations*, states that disclosures may be made to an approved recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical or reporting record, and the record is to be transferred in a form that is not individually identifiable.

**2. Description of Collection**

Qualified researchers need SSA administrative data for a variety of projects. To request SSA's program data for research, we require the researcher to submit a completed research application, Form SSA-9901 (How to Request SSA Program Data for Research for SSA's evaluation) for SSA's evaluation. In the application, the requesting researcher provides basic project information and describe the way in which the proposed project will further SSA's mission to promote the economic security of the Nation's people through its administration of the Old Age, Survivors, and Disability Insurance programs, or the Supplemental Security Income program.

SSA reviews the application, and once we approve it, the researcher signs Form SSA-9903 (SSA Agreement Regarding Conditions for Use of SSA Data), which outlines the conditions and safeguards for the research project data exchange. The researcher may only use the data for research and statistical purposes and we require them to complete Form SSA-9902 (Confidentiality Agreement). SSA recovers all expenses incurred in providing this information as part of this reimbursable service. The respondents are Federal and State government agencies or their contractors, private entities, and universities.

**3. Use of Information Technology to Collect the Information**

SSA electronically sends the requestor the application and support documentation via email. The requestor (1) completes the application and applicable supporting documentation, and signs the application; and (2) provides both a printed and an electronic version of the package to the Associate Commissioner of ORES.

In accordance with the agency's Government Paperwork Elimination Act plan, SSA created an Internet version of form SSA-9901, SSA-9902 and SSA-9903. Based on our data, we estimate approximately 100% of respondents under this OMB number use the electronic version.

4. **Why We Cannot Use Duplicate Information**  
The nature of the information we are collecting and the manner in which we are collecting it preclude duplication. SSA does not use another collection instrument to obtain similar data.
5. **Minimizing Burden on Small Respondents**  
This collection does not significantly affect small businesses or other small entities.
6. **Consequence of Not Collecting Information or Collecting it Less Frequently**  
There are no technical or legal obstacles to burden reduction.
7. **Special Circumstances**  
There are no special circumstances that would cause SSA to conduct this information collection in a manner inconsistent with 5 CFR 1320.5.
8. **Solicitation of Public Comment and Other Consultations with the Public**  
The 60-day advance Federal Register Notice published on April 25, 2013, at 78 FR 24461, and we received no public comments. The 30-day FRN published on June 28, 2013 at 78 FR 39054. If we receive any comments in response to this Notice, we will forward them to OMB. We did not consult with the public in the maintenance of these forms.
9. **Payment or Gifts to Respondents**  
SSA does not provide payments or gifts to the respondents.
10. **Assurances of Confidentiality**  
SSA protects and holds confidential the information it collects in accordance with 42 U.S.C. 1306, 20 CFR 401 and 402, 5 U.S.C. 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act of 1974), and OMB Circular No. A-130.
11. **Justification for Sensitive Questions**  
The information collection does not contain any questions of a sensitive nature.

12. **Estimates of Public Reporting Burden**

<b>Modality of Collection</b>	<b>Number of Respondents</b>	<b>Frequency of Response</b>	<b>Average Burden per Response (minutes)</b>	<b>Estimated Total Annual Burden (hours)</b>
SSA-9901 SSA-9902 SSA-9903	15	1	240	60

The total burden for this ICR is 60 hours. This figure represents burden hours, and we did not calculate a separate cost burden.

13. **Annual Cost to the Respondents (Other)**

This collection does not impose a known cost burden to the respondents.

14. **Annual Cost To Federal Government**

The annual cost to the Federal Government is approximately \$250,000. This estimate is a projection of the costs for collecting the information, the administrative process, and providing the respondent the requested SSA administrative data (tabular, statistical, or individual benefits records (State and Federal agencies only).

15. **Program Changes or Adjustments to the Information Collection Request**

There are no changes to the public reporting burden.

16. **Plans for Publication Information Collection Results**

SSA will not publish the results of the information collection.

17. **Displaying the OMB Approval Expiration Date**

SSA is not requesting an exception to the requirement to display the OMB approval expiration date.

18. **Exceptions to Certification Statement**

SSA is not requesting an exception to the certification requirements at 5 CFR 1320.9 and related provisions at 5 CFR 1320.8(b)(3).

**B. Collections of Information Employing Statistical Methods**

SSA does not use statistical methods for this information collection.