Key Elements for OMB Memos under the Generic Clearance

for Questionnaire Pretesting Research 0607-0725

Title of the Study

Purpose of the study

* Why is this research being done?
* Who is sponsoring the research?
* What items are new?
* What are the key research questions or substantive issues being examined?

Research Design and Methodology

* What pretesting methods and specific techniques are being used
* Include protocol(s)

Respondents:

• Sample size for study

* Source
  + If source is other than previously approved screener instruments for demographic surveys, include:
    - Screening questions and procedures
    - Total number of potential respondents you expect to screen and burden for this screening

Burden

* Amount of time for all activities not covered under other submissions

Incentives:

* Amount of incentive Justification for requests for incentives above standard amounts ($40 cognitive interviews; $75 focus groups)

List and description of all attachments or enclosures.

Contact person: contact information (e-mail and phone)