

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)