

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3137-0081)

TITLE OF INFORMATION COLLECTION: Customer input survey for development of an IMLS web-based evaluation tool

PURPOSE:

The purpose of this collection is to receive feedback from IMLS grantees on the following:

- Their experience and role with evaluation
- Their use of evaluation resources
- Identification of evaluation resources they find useful, if any

IMLS is reviewing its existing evaluation resources and wishes to determine what resources grantees have found useful. The information gathered from this collection will be used to develop a web-based evaluation resource tool that will be available to IMLS applicants, IMLS grantees, and the public. The survey will be online and is available here: http://si.az1.qualtrics.com/SE/?SID=SV_0As0xm5TR9xqj8F

DESCRIPTION OF RESPONDENTS:

Respondents are IMLS grantees from fiscal years 2010 to 2014.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Manal Porris

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [X] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [] Yes [] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [X] No

BURDEN HOURS

Occupation	Median Annual Wage	Wage/Hour	# of Respondents	Time (Hours)	Burden	Cost/Hour
Archivist (1)	\$44,410	\$21.35	12	0.25	3	\$64.05
Museum Curator (1)	\$44,410	\$21.35	67	0.25	16.75	\$357.63
Museum Technician/Staff(1)	\$44,410	\$21.35	139	0.25	34.75	\$741.95
Librarian (2)	\$55,370	\$26.62	41	0.25	10.25	\$272.86
Postsecondary Teacher (3)	\$68,970	\$33.15	35	0.25	8.75	\$290.14
Nonprofit Director (4)	\$59,970	\$28.83	283	0.25	70.75	\$2,039.84
Academic Dean (5)	\$86,490	\$41.58	10	0.25	2.5	\$103.95
Environmental Specialist (6)	\$63,570	\$30.56	9	0.25	2.25	\$68.77
Conservation Scientist (7)	\$59,060	\$28.39	4	0.25	1	\$28.39
Total		\$28.13	600	0.25	150	\$4,220.03
(1) http://www.bls.gov/ooh/education-training-and-library/curators-museum-technicians-and-conservators.htm						
(2) http://www.bls.gov/ooh/education-training-and-library/librarians.htm						
(3) http://www.bls.gov/ooh/education-training-and-library/postsecondary-teachers.htm						
(4) http://www.bls.gov/ooh/management/social-and-community-service-managers.htm						
(5) http://www.bls.gov/ooh/management/postsecondary-education-administrators.htm						
(6) http://www.bls.gov/ooh/life-physical-and-social-science/environmental-scientists-and-specialists.htm						
(7) http://www.bls.gov/ooh/life-physical-and-social-science/conservation-scientists.htm						

FEDERAL COST: The estimated annual cost to the Federal government is \$4,220.03

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. 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?
[X] 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?

The potential pool of respondents is drawn from IMLS administrative data. It represents the universe of IMLS grantees for fiscal years 2010 to 2014. There is a total of 1644 for these 5 years. To reduce burden and avoid duplication, a random sample of 600 grantees from this period (120 grantees from each of 5 years: $120 \times 5 = 600$) was pulled using a random number generator. Avoidance of duplication in the sample refers to duplication of project directors or principal investigators, since there are instances of different researchers applying from the same institution. We chose a sample of 600 grantees for the following reasons: 1) we assume a response rate of 50% and 2) there is the potential for non-contact due to insufficient contact information, such as bad emails if a researcher has left the institution where they undertook the project. The random sample is also reflective of the proportion of grantees funded by each grant program.

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.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.