

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0420-0545)

TITLE OF INFORMATION COLLECTION:

Volunteer Recruitment and Selection Survey of Master’s International University Coordinators

PURPOSE: The purpose of the information collection is to analyze the priorities and user experience of a key stakeholder group of the Peace Corps Master’s International (MI) university partnership program. This information collection will inform minor improvements made to the MI program.

DESCRIPTION OF RESPONDENTS: All respondents will be members of the public who coordinate Peace Corps Master’s International-partnered university graduate school programs. These individuals are university faculty or staff who actively liaise with the Peace Corps.

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: Denora Miller, FOIA/PA Officer

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes 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 No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Survey (1) Individuals or Households	158	5 minutes	13
Totals	158	5 minutes	13

FEDERAL COST: The estimated annual cost to the Federal government is \$276

Cost Calculations

- Two-Month Cost For Third Party Survey-Tool Used to Conduct Survey: \$130
- Peace Corps Staff Annual Hourly Estimate to Process/Analyze Survey Results: 5 hrs
- Annual Labor Cost for Survey Processing/Analysis by Peace Corps Program Specialist: \$ 146
 - (\$60,794 annual salary of a Program Specialist/2087 hrs = \$29.13 per hour)
 - (\$29.13 hourly wage of a Program Specialist * 5 hrs = \$145.65)

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 information collection will involve one short online survey of 158 coordinators managing Master's International programs at partner colleges and universities. Those 158 coordinators are the entire universe of potential respondents.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - [X] Web-based or other forms of Social Media
 - [] Telephone
 - [] In-person
 - [] Mail
 - [] Other, Explain
2. Will interviewers or facilitators be used? [] Yes [X] No