

Supporting Statement B
Title of the Data Collection
OMB Control No. 0906-XXXX

B. Collection of Information Employing Statistical Methods

If statistical methods will not be used to select respondents and the corresponding item is checked “No”, this section does not have to be completed.

1. Respondent Universe and Sampling Methods

For this first administration of the survey, we intend to survey 4,566 grantee project directors with one or more HRSA grant(s). There are approximately 5,500 active HRSA grants during the period beginning with FY 2014 and ending on January 31, 2015. These grants were awarded to approximately 2,700 separate organizations. Frequently, a single individual is a project officer for multiple grants received by an organization. Therefore, we chose to email each project director to ensure as much as possible that our survey is representative of organizations that receive HRSA grants. Following this year’s survey administration, we will use the survey results to inform potential changes to the sampling frame to improve the response rates for future administrations.

This sampling procedure is also consistent with our survey instructions. We have instructed respondents with multiple HRSA grants (the project directors) to respond to the survey for only one of their HRSA grants; specifically, respondents are asked to select the grant that has closed most recently or the grant that is closest to completion to complete the survey.

This is a new information collection; however, a similar information collection was conducted for two years under 0915-0212. The number of grantee recipients receiving the survey in 2012 totaled 2,851 compared to 2,800 in 2013, and the number of respondents totaled 1,468 in 2012 compared to 1,404 in 2013. Therefore, the response rate was approximately 50% for each survey. The comment field was considered an added value and netted 1,686 comments in 2012 compared to 1,449 in 2013. The OFAM survey team was able to review and compare the responses and the difference in the responses based on the grantee/entity type and the individual responding.

2. Procedures for the Collection of Information

The survey will be fielded and collected via email through a Survey Monkey web link. The data collection period is anticipated to run for four (4) weeks beginning with the initial contact via email to respondents. The data collection period will

end after four weeks of open data collection, during which respondents will be able to access the survey on Survey Monkey. At least two (2) reminder email messages will be sent at appropriate intervals to non-respondents prior to closing of the survey to promote a high response rate.

3. Methods to Maximize Response Rates and Deal with Nonresponse

The proposed Grantee Satisfaction Survey will use a variety of data collection strategies that seek to improve response rates and minimize respondent burden. First, the survey team will send the initial inquiries via email. The OFAM database contains the email addresses, grantee points of contact, various roles, grant number and awarding bureau. Second, the survey team will provide ample time for the respondents to complete the survey by keeping the survey open for up to four weeks.

The survey team will also account for the schedules of grantees and make the survey instrument available to grantees during weeks and times that do not overlap with major activities or potential scheduling conflicts (e.g., grant submission, Spring break, etc.).

Email reminders will be sent intermittently during the four week data collection period to encourage grantee participation. Survey completion rates will be monitored continuously throughout the data collection phase so the survey team will remain updated. This will provide the survey team with accurate data and information to identify when email reminders with request for grantee participation should be sent out to potential respondents.

HRSA will communicate to grantees for reminders via email only. The follow up procedure will be to send repeated email reminders to non-respondents, a thank you message acknowledging respondent participation and final reporting outcomes (results).

4. Tests of Procedures or Methods to be Undertaken

Other than cognitive testing of the survey instrument with 5 potential respondents (see Supporting Statement A, #12), there were no tests of procedures or methods.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Darren S. Buckner (designed data collection/analyze data)
Senior Advisor
Health Resources and Services Administration
Phone: (301) 443 -1913

Email: dbuckner@hrsa.gov

Paul Mandsager (designed data collection/analyze data)
Public Health Analyst
Health Resources and Services Administration
Phone: (301) 594-4055
Email: pmandsager@hrsa.gov

Afabwaje Kurian (collect data/analyze data)
Public Health Analyst
Health Resources and Services Administration
Phone: (301) 443 –1435
Email: akurian@hrsa.gov