

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**(Name of Agency)**  
**(Name of Collection)**  
**OMB Control No. 0693-XXXX**

**A. JUSTIFICATION**

**1. Explain the circumstances that make the collection of information necessary.**

The Summer High School Intern Program (SHIP) is a NIST-wide 8-week summer intern program for students who will have finished their junior or senior year of high school by the start of the program, are US citizens, and are interested in scientific research. Students selected for this competitive volunteer program will participate in cutting-edge research at NIST, and will work closely with NIST staff scientists and engineers on a specific research problem. The information collected is necessary to select the students from the available applicants for this competitive program.

**2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

The information will be collected once a year, for consideration for a summer internship in scientific research at the National Institute of Standards and Technology (Commerce). The first round of the application process will be completed via an on-line application through the Student Information System which collects basic biographical information about the student. This information will be reviewed and finalists will be invited to submit secondary materials via e-mail to [ship@nist.gov](mailto:ship@nist.gov). These secondary materials include a resume, transcript, letters of recommendation, personal statement, and parental consent and commitment form. The latter information will be used to determine the student's interests and skills to best match them with available projects and mentors. None of the information is disseminated to the public.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.**

All of the information will be collected electronically. The first round of the application process is completed via an on-line application through the Student Information System. The finalists are invited to submit secondary materials via e-mail to [ship@nist.gov](mailto:ship@nist.gov).

**4. Describe efforts to identify duplication.**

This collection does not duplicate any existing collection efforts.

**5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

N/A.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If this collection is not performed, we will not be able to conduct this program. This collection is necessary to identify high school students interested in scientific research, and to distinguish between students for a merit-based selection process.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

N/A.

**8. Provide information of the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

A Federal Register Notice soliciting public comments was published on October 3, 2014 (Vol. 79, pg. 59741). No comments were received.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

N/A.

**10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

N/A.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

N/A.

**12. Provide an estimate in hours of the burden of the collection of information.**

Approximately 8 hours per student.

**13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in Question 12 above).**

There is no annual cost burden associated with this collection.

**14. Provide estimates of annualized cost to the Federal government.**

\$3,250 for maintenance of the Student Information System.

**15. Explain the reasons for any program changes or adjustments.**

N/A.

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

N/A.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

N/A.

**18. Explain each exception to the certification statement.**

N/A.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**  
*(If this collection does not employ statistical methodology, state this information. Delete the following questions.)*

**This collection does not employ statistical methodology.**