

THE SUPPORTING STATEMENT

Reviewer Recruitment Module

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Administration for Children and Families' Children's Bureau (CB) is responsible for administering the review of eligible grant applications submitted in response to funding opportunity announcements issued by CB. CB ensures that the objective review process is independent, efficient, effective, economical, and complies with the applicable statutes, regulations, and policies. Applications are reviewed by subject matter experts knowledgeable in child welfare and related fields. Review findings are advisory to CB; CB is responsible for making award decisions.

In order to develop a deep pool of reviewer candidates from which to recruit grant reviewers, we are building a grant review database we are calling a Reviewer Recruitment Module (RRM). CB will use a web-based data collection form and database to gather critical reviewer information in drop down menu format for data such as: degree, occupation, affiliations with organizations and institutions that serve special populations, and demographic information that may be voluntarily provided by a potential reviewer.

2. Purpose and Use of the Information Collection

The RRM will help CB find and select expert grant reviewers for objective review committees.

3. Use of Improved Information Technology and Burden Reduction

The web-based system will permit reviewers to access and update their information at will and as needed. The RRM will be accessible by the general public via <https://rrm.grantsolutions.gov/AgencyPortal/cb.aspx>.

4. Efforts to Identify Duplication and Use of Similar Information

There are no similar databases that collect this exact set of information necessary to identify potential reviewers for this purpose.

5. Impact on Small Businesses or Other Small Entities

None. Respondents will be individuals.

6. Consequences of Collecting the Information Less Frequently

Potential reviewers may upload their personal information whenever they choose; CB will not be mandating any schedule of collection.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances. The currently valid OMB number will be displayed at <https://rrm.grantsolutions.gov/AgencyPortal/cb.aspx>.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

There were no responses to the Federal Register Notice. We consulted with other HHS offices for ideas of what questions to use to best identify potential reviewers.

9. Explanation of Any Payment or Gift to Respondents

No payments have been or will be made to respondents for responding to the RRM.

10. Assurance of Confidentiality Provided to Respondents

In order to be selected by CB to participate in a review, respondents must fully complete registration in the Reviewer Recruitment Module (RRM). We will use the information provided solely to contact potential reviewers and to determine what grants the potential reviewers are best suited to review.

11. Justification for Sensitive Questions

There are no sensitive questions involved in this information collection. All information is provided voluntarily.

12. Estimates of Annualized Burden Hours and Costs

We estimate it will take no more than .25 hours for each potential reviewer to complete the RRM. There are no costs associated with this burden.

ANNUAL BURDEN ESTIMATES

INSTRUMENT	NUMBER OF RESPONDENTS	NUMBER OF RESPONSES PER RESPONDENT	AVERAGE BURDEN HOURS PER RESPONSE	TOTAL BURDEN HOURS
RRM	500	1	0.25	125

Estimated Total Annual Burden Hours: 125

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no costs associated with the burden to respondents and record keepers.

14. Annualized Cost to the Federal Government

Costs associated with the retention of this information are negligible as it is retained and accessed electronically.

15. Explanation for Program Changes or Adjustments

None. This is a new information collection.

16. Plans for Tabulation and Publication and Project Time Schedule

We have no plans for tabulation or publication of the RRM data. The use will solely be for purposes of identifying potential grant reviewers.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

We will display the OMB expiration date on the website.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions sought.

B. Statistical Methods (used for collection of information employing statistical methods)

Statistical methods will are not applicable.