

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**National Institute of Standards and Technology**  
**Summer High School Intern Program Secondary Materials**  
**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 is collected once a year, for consideration for a summer internship in scientific research at the National Institute of Standards and Technology (Commerce). After completing an initial application through the NIST Student Information System (currently pending OMB Control Number), finalists for SHIP are invited to submit secondary materials via e-mail to [ship@nist.gov](mailto:ship@nist.gov). These materials include a resume, transcript, letters of recommendation, personal statement, and parental consent and commitment form. This information is 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 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 60-day Federal Register Notice soliciting public comments was published on October 3, 2014 (Vol. 79, pg. 59741). No comments were received.

A 30-day Federal Register Notice soliciting public comments was published on February 25, 2015 (Vol. 80, pg. 10050). 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.**

No assurance of confidentiality is given, however the Freedom of Information Act (FOIA), 5 U.S.C. 552, is the basis for assurance of confidentiality. Personnel privacy information would be withheld under FOIA exemption (b)(6): Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

This system falls under the Commerce/Dept – 18 System of Records, “Employees Personnel Files Not Covered by Notices of Other Agencies.”

**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 6 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.**

We estimate that it will cost the government \$1040 on an annual basis for the personnel costs of reviewing the applications.

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

This is a new collection.

**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.