

SUPPORTING STATEMENT
U.S. Department of Commerce
National Institute of Standards and Technology
Student Information System
OMB Control No. 0693--XXXX

A. JUSTIFICATION

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

The Student Information System (SIS) is designed to collect on-line applications from students for NIST programs such as the Student Volunteer Program (SVP) and Summer High School Intern Program (SHIP). The purpose of the application is to obtain information needed to evaluate applicant qualifications for potential positions. Students can apply for multiple programs in a single application. The information collected is necessary to select the students from the available applicants for the programs.

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 for internship opportunities at the National Institute of Standard and Technology (NIST). Information is collected through an on-line application. Prospective applicants for programs such as the SHIP and/or SVP can submit an applicant at any time. Students can apply for one or both programs in a single application. Basic biographical information will be collected in the on-line application and will be used to obtain information needed to evaluate applicant qualifications for potential positions.

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 application is completed and submitted via NIST's on-line Student Information System.

4. Describe efforts to identify duplication.

This collection does not duplicate any existing collection efforts. The SIS is used for opportunities such as the SVP and SHIP because it allows for customization of the application requirements which streamlines the evaluation process. The application and evaluation process is straightforward, easy to conduct and tailored for each program that is utilized by the SIS. If USAJOBS were used instead of the SIS, the application and evaluation process may be more convoluted and burdensome to applicants and hiring managers.

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, NIST would not be able to conduct programs such as the SVP and SHIP. The collection is necessary to distinguish between student applicants for a merit-based selection process. In addition, programs such as the SVP and SHIP serve as a long-term recruitment pipeline for potential employees. In absence of the SIS, NIST may fail to benefit from a successful and valuable recruitment strategy, especially for students interested in scientific research.

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 notice soliciting comments on the information was published in the Federal Register, Vol. 80, pp. 28974, on May 20, 2015.

One comment was received which was a request for a copy of the information collection instrument. A copy was provided to the requester.

A 30-day notice was published in the Federal Register, Vol 80, pp. 44325 on July 27, 2015.

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 400 respondents at 45 minutes per response for a total of 300 burden hours.

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).

\$0

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

\$6,500 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

This collection does not employ statistical methodology.