

**DOCUMENTATION FOR THE GENERIC CLEARANCE
FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT**

TITLE OF INFORMATION COLLECTION: Learn Grants Test Model Knowledge Quiz and Questionnaire

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER

DESCRIPTION OF THIS SPECIFIC COLLECTION

1. Intended purpose

The Department of Health and Human Services DATA Act Program Management Office (DAP) has been designated by Office of Management and Budget (OMB) as the executing agent for the Section 5 Grants Pilot (Pilot). As such, DAP has developed a framework which includes five Test Models to implement this Pilot. One of the Test Models will consist of DAP providing grant recipients with a knowledge quiz derived from information existing on the Learn Grants tab.

Based on feedback from the grants community, it is clear that recipients prefer a single source of information regarding the Federal grants lifecycle. The Learn Grants tab aims to address this need by compiling relevant information in an easy to navigate within the Grants.gov website. DAP will facilitate this test in two settings: (1) focus groups (via conferences in the Continental United States) (2) online survey (via webinar) held from June 2016 through May 2017.

In this test model, grant recipients will complete the knowledge quiz, receive a brief overview of the Learn Grants content, and then complete a second knowledge quiz after having been granted access to the Learn Grants tab. The difference in performance between the pretest and posttest may reflect participants' access to Learn Grants and exposure to the Learn Grants overview. DAP will use these results to determine if grant recipients will have increased knowledge of the grants lifecycle process if they are supplied with grants lifecycle information in one website.

DAP will then ask participants to complete a short questionnaire regarding their Learn Grants experience. DAP will use this questionnaire to obtain general input regarding improvements to Learn Grants.

2. Need for the collection

If grant recipients are supplied with grants lifecycle information in one website, then they will have increased access to the grants resources and knowledge of the grants lifecycle process. By using Learn Grants, it is possible that recipients will spend less time searching for Federal grants requirements and processes, resulting in lower compliance costs.

3. Planned use of the data

After participants take both knowledge quizzes, participants will complete a questionnaire to obtain their general sentiment towards the usefulness of the Learn Grants tab, specifically towards burden reduction and grants compliance. DAP will compile and analyze both the knowledge quiz results as well as the questionnaire results, and use this data in an aggregate format to include in the eventual Section 5 Grants Pilot report to Congress.

4. Date(s) and location(s)

We are seeking approval to collect data from focus groups (via conferences in the Continental United States) and through an online survey (via webinar) held from June 2016 through May 2017.

5. Collection procedures

Those participating at conferences will be provided with the knowledge quizzes, access to the Learn Grants tab, and the questionnaires regarding their experience with the Learn Grants tab. Each knowledge quiz will contain ten multiple choice or true/false questions selected from a question bank.

Those participating via webinar will be sent an email containing instructions on how to participate as well as links to the online knowledge quizzes and questionnaire.

6. Number of collections (e.g., focus groups, questionnaires, sessions)

DAP will administer the Test Model at multiple conferences. DAP will also administer the Test Model remotely via webinar.

7. Description of respondents/participants

The participants of the Learn Grants Test Model will consist of a diverse group of recipients of Federal awards identified through publicly available information on the USASpending.gov website as well as those who volunteer to participate.

8. Description of how results will be used

DAP will use these results to determine if grant recipients will have increased knowledge of the grants lifecycle process if they are supplied with grants lifecycle information in one website. Results will showcase the difference between the two quiz results and may access to Learn Grants exposure to the Learn Grants overview. DAP will use the responses to develop non-generalizable recommendations for reducing both recipient burden and compliance costs, as applicable.

9. Description of how results will or will not be disseminated and why or why not

Recommendations based on analysis of the knowledge quiz and questionnaire results will be included in OMB’s final report to Congress in 2017. Outside of the report to OMB, if it is deemed appropriate and necessary to disseminate information related to this data collection, DAP will follow the HHS “Guidelines for Ensuring the Quality of Information Disseminated to the Public,” and will include specific discussion of the limitation of the qualitative results discussed above. DAP may also receive requests to release the information (e.g., congressional inquiry, Freedom of Information Act requests, etc.), and will comply with those requests as appropriate.

AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE

Not Applicable.

BURDEN HOUR COMPUTATION

Test Model	Type of Respondent	Number of respondents	Average Burden (in hours) per Response	Total Burden Hours
3	Learn Grants Knowledge Quiz	180	30/60	90
3	Learn Grants Questionnaire	180	15/60	45
Total				135

OTHER SUPPORTING INFORMATION

REQUESTED APPROVAL DATE: June __, 2016
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