

## **SECTION B**

### **INTRODUCTION**

#### **B.1. RESPONDENT UNIVERSE AND SAMPLING METHODS**

The proposed data collection will be targeted to State Coordinators for the PAEMST program, and an email will be sent to them a few weeks ahead of the collection to alert them to the forthcoming collection request. They will complete the questionnaire from their own computers. Sampling is not involved in this activity. Based on the responses to the questionnaire, NSF would be able to better monitor the activities of the State Coordinators' which are crucial to the success of the program.

#### **B.2. PROCEDURES FOR THE COLLECTION OF INFORMATION**

##### *Data Collection Procedures*

The questionnaire will be administered using a commercial questionnaire/survey application.

One week prior to the questionnaire launch, the State Coordinators will receive an email from PAEMST staff that will describe the questionnaire and its purpose. Respondents will have approximately three weeks to complete the questionnaire during which time the PAEMST program will monitor response rates. After the questionnaire has been launched and a week before the deadline has passed, non-respondents will receive a follow-up email. When the questionnaire is completed, respondents will be sent a confirmation of receipt. The draft questionnaire can be found in Attachment #1.

##### *Data Analysis Procedures*

Responses for each question will be analyzed in concert with the customary data tabulated from existing sources (the PAEMST application covered under OMB 3145-0035 and program-related information).

### **B.3. METHODS TO MAXIMIZE RESPONSE RATES**

In order to maximize response rates, the leadership of our State Coordinators will communicate with their cohort and emphasize the importance of the questionnaire to the success of the PAEMST program. As noted above, the program will communicate with non-respondents and stress the importance of completing the questionnaire. The questionnaire application is designed to allow the respondent to save a partially completed questionnaire and return to it at a later date.

### **B.4. TEST OF PROCEDURES OR METHODS TO BE UNDERTAKEN**

The target group for the questionnaire is specific to the PAEMST program and, therefore, no formal pre-test instrument is needed.

### **B.5. INDIVIDUALS CONSULTED ON STATISTICAL ASPECTS AND INDIVIDUAL COLLECTING AND/OR ANALYZING DATA**

The design for this information collection was developed with the PAEMST program staff. The following NSF staff are the designated officers for this collection activity:

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