Attachment E: Calculation of burden hours

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Percentage of  all users  responding | Estimate  of total  users | Time to  complete  questionnaire/  view email | Total time | Total time |
|  |  |  | *(minutes)* | *(minutes)* | *(hours)* |
| Total for respondents, non-respondents, including non-response bias study |  | 6,009 |  | 97,151.8 | 1619.2 |
|  | |  |  |  |  |
| *Total time, respondents* | |  |  | *89,994.8* | *1,499.9* |
| initial email | 36.33% | 2,183 | 19.8 | 43,223.4 | 720.4 |
| first reminder | 18.16% | 1,091 | 20.8 | 22,692.8 | 378.2 |
| second reminder | 13.63% | 819 | 21.8 | 17,854.2 | 297.6 |
| third reminder | 4.54% | 273 | 22.8 | 6,224.4 | 103.7 |
| *Total time, non-respondents* | 27.34% | 1,643 | 4 | *6,572.0* | *109.5* |
|  |  |  |  |  |  |
| Total Time for non-response study (if needed) |  |  |  | 585 | 9.8 |
| Time for response to non-response bias study |  | 97 | 6 | 582 | 9.7 |
| Time for users not replying to the non-response survey |  | 3 | 1 | 3 | .1 |