

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

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**TITLE OF INFORMATION COLLECTION:**

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER (EXPLAIN: )

**DESCRIPTION OF THIS SPECIFIC COLLECTION**

1. Intended purpose
2. Need for the collection
3. Planned use of the data
4. Date(s) and location(s)
5. Collection procedures
6. Number of collections (e.g., focus groups, surveys, sessions)
7. Description of respondents/participants
8. Description of how results will be used
9. Description of how results will or will not be disseminated and why or why not

**AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE – NONE**

**BURDEN HOUR COMPUTATION** (*Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours*):

Category of Respondent	No. of Respondents	Participation Time	Burden

**BURDEN COST COMPUTATION**

Category of Respondent	No. of Respondents	Hourly Rate	Response Time	Total

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:**

**NAME OF CONTACT PERSON:**

**TELEPHONE NUMBER:**

**DEPARTMENT/OFFICE/BUREAU:**