## Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3145-0215)

**TITLE OF INFORMATION COLLECTION:**
Request of NSF Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (NSF INCLUDES) Evaluation Plans and Reports

Registration and Satisfaction Surveys of Participants of Technical Assistance Events

**PURPOSE:**

We will use evaluation plans and reports diagnostically to determine program improvement needs, not for evaluation or publication purposes

In order to inform course corrections and improvements in services, we will survey participants of Technical Assistance Webinars and other events

**DESCRIPTION OF RESPONDENTS**:

For Evaluation Plans and Reports: Project-level external evaluators for the 70 NSF INCLUDES Design and Development Launch Pilots (DDLPs)

For webinar and other TA event participants: Principal Investigators, project staff and project-level external evaluators of the 70 NSF INCLUDES DDLPs and Conferences

**TYPE OF COLLECTION:** (Check one)

[ ] Customer Comment Card/Complaint Form [X] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group

[] Focus Group [ ] Other:

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name:\_\_Suzanne H. Plimpton, NSF Reports Clearance Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ X ] Yes [X] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [X] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [X] No

**BURDEN HOURS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Collection** | **Category of** **Respondent**  | **No. of** **Respondents** | **Participation** **Time** | **Burden** |
| Evaluation plans and reports already generated | (2) Private Sector | 70 | 10 minutes | 12 hours |
|  | **Totals** | **70** | **10 minutes** | **12 hours** |
|  |  |  |  |  |
| Webinar and other online TA event registration form | (2) Private Sector | 200 | 5 minutes  | 17 hours |
| Webinar and other online TA event Customer satisfaction survey | (2) Private Sector | 200 | 10 minutes | 33 hours |
|  | Totals/Webinar | 200\* | 15 minutes | 50 hours  |
|  | **Totals for 12 Webinars** | **2400** | **15 minutes** | **600 hours** |

\*Each respondent would complete the registration form and the satisfaction survey for each webinar. There are 200 anticipated participants per webinar and 12 webinars.

**FEDERAL COST:** This will be incorporated into the plans of running the program.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? [X ] Yes [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

For Evaluation Plans and Reports:

The universe of potential respondents consists of the project level external evaluators of 70 DDLPs. The list is generated from the NSF administrative data for these awards. Census sampling will be used, in an effort to secure an evaluation plan and report from each DDLP award, though a convenience sample may result.

For webinar and other online TA event participants:

The universe of potential participants consists of the Principal/Co-Principal Investigators, project staff and project-level external evaluators of the 70 NSF INCLUDES DDLPs and 30 Conferences, and TA Team Staff. The list of potential respondents for the webinar and other TA event registration is generated from NSF administrative data for these awards. Census sampling will be used, though a convenience sample may result.

The list of potential respondents generated for the webinar or other TA event satisfaction survey is generated from the webinar or other event registration data. Census sampling will be used, though a convenience sample may result.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

[X] Web-based or other forms of Social Media

[ ] Telephone

[ ] In-person

[X] Mail

[ ] Other, Explain

1. Will interviewers or facilitators be used? [ ] Yes [X ] No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**