

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)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> 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? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes 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 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?
 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)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No

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