

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

TITLE OF INFORMATION COLLECTION:

Collection of planning and satisfaction data with participants at the May 29-30, 2019 NSF INCLUDES National Network Meeting

PURPOSE:

NSF INCLUDES is a comprehensive national initiative designed to enhance U.S. leadership in science, technology, engineering, and mathematics (STEM) discoveries and innovations by focusing on broadening participation in these fields at scale. The program supports the development of a robust network of partnerships among stakeholders across multiple sectors (public, private, academic). This Network aims to (1) facilitate the sharing of promising practices and data for broadening participation in STEM, (2) contribute to the knowledge base on broadening participation in STEM through research, and (3) establish a framework for supporting communications and networking among partners, as well as across a national network of other efforts to broaden participation in STEM.

The NSF INCLUDES Coordination Hub will host a National Network Convening on May 29-30, 2019. The goals of the Convening are to develop a sense of community (Network membership) among attendees and to create momentum and urgency around broadening participation for participants. The convening is designed to build participants’ knowledge and skills through activities such as:

- Partnerships/sharing of resources and networks; network building
- Discovering and establishing new network sub-communities around shared interests and expertise (“affinity groups”); convene existing affinity groups on topics such as evaluation
- Bringing other federal agencies into the Network
- Brokering connections with STEM broadening participation efforts in industry
- Present proposed process and focus of NSF INCLUDES Coordination Hub’s shared measures for the Network
- Technical assistance on other high-need areas, including the role of backbone organizations in collective impact endeavors, inclusive practices in stakeholder engagement, and developing external communications strategies.

NSF INCLUDES Coordination Hub seeks to collect formative data from meeting participants prior to the Convening to inform targeted session planning and enhance customer satisfaction, and during and after the meeting, to assess participant satisfaction and learning resulting from the meeting. This proposed data collection will include the following:

- An online pre-convening survey to gather information on participant’s priorities and expectations for the National meeting. The survey will be programmed in Survey Monkey and administered two weeks prior to the meeting
- Intercept interviews to capture participants’ real-time reactions to meeting activities
- An online post-convening survey to assess the quality of participants’ experience and how they plan to apply what they learned to their work. The survey will be programmed in Survey Monkey and administered immediately following the meeting.

SurveyMonkey's information systems and technical infrastructure are hosted within world-class, SOC 2 accredited data centers.

The information gathered will be used to inform the NSF INCLUDES Coordination Hub's planning and not for evaluation or publication purposes.

DESCRIPTION OF RESPONDENTS:

The universe of respondents are participants at the May 29-30, 2019 NSF INCLUDES National Network Meeting. The attendees at this convening are comprised of NSF awardees, NSF program officers, and representatives invited by NSF from other Federal Agencies. The list of invitees has been vetted and accepted by the NSF. All participants are considered part of the NSF INCLUDES National Network, and are interested in or working directly to broaden participation in STEM.

Respondants for the pre and post convening survey include the entire universe of Network Meeting participants (approximately 250 individuals). The sample of respondents for the intercept interviews is 36.

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 checked="" type="checkbox"/> Other: <u>Intercept interviews,</u> |

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 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, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) 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	Total Burden
Survey (pre-convening)	Individuals (participants at the May 29-30, 2019 NSF INCLUDES National Network Meeting)	250	15 minutes	62.5 hours
Intercept interviews	Individuals (participants at the May 29-30, 2019 NSF INCLUDES National Network Meeting)	36 (subset of the 250)	5 minutes	3 hours
Survey (post convening)	Individuals (participants at the May 29-30, 2019 NSF INCLUDES National Network Meeting)	250 (same as pre-survey)	20 minutes	83.33 hours
Totals		536		149 hours

FEDERAL COST: This effort is accounted for in the NSF INCLUDES Coordination Hub award.

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?

Our potential respondents will be participants at the May 29-30, 2019, NSF INCLUDES National Network meeting who represent NSF INCLUDES Alliance or Design & Development Launch Pilot grants or NSF staff associated with the network.

For the pre- and post-convening surveys, we will use participant contact information provided at registration to send the online link to all participants on the registration list.

We will collect intercept interview data from up to 36 participants, focusing on Network members who identify as recipients of NSF INCLUDES Alliance or Design & Development Launch Pilot grants (the grantees most closely benefitting from the Network). Intercept interviews will ask 1-2 selected questions from the attached protocol for each encounter aligned to the respondent’s role and the content of a given meeting session activity. Selection of

interviewees will be opportunistic. Interviewers will be observing sessions at the convening. Interviews will take place before and after sessions and during scheduled breaks.

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.