Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 1880-0542)

TITLE OF INFORMATION COLLECTION:

FY2020 IES Annual Principal Investigators (PI) Meeting Feedback Survey

PURPOSE:

The purpose of the Principal Investigators (PI) Meeting hosted by the National Center for Education Research (NCER) and the National Center for Special Education Research (NCSER) is to convene a meeting of grantees (researchers, training fellows, and practitioners) and Small Business Innovation Research (SBIR) contractors. The PI Meeting provides opportunities for in-depth conversations between PIs, and IES and Department of Education (Department) staff to discuss challenges and solutions in the field of education research and practice. The in-person meeting provides opportunities for IES staff to share the priorities of the Institute and the Department with IES funded grantees and contractors, and for IES funded grantees and contractors to share their ongoing research activities carried out in support of the mission of the Department and IES. The PI Meeting will also provide an opportunity for research fellows funded through IES's training programs (and other junior researchers) to engage with senior researchers and learn about promising career opportunities and projects in the field of education research. Importantly, the PI Meeting will provide NCER and NCSER program officers opportunities to engage in grant monitoring, provide oversight, as well as hold in-person meetings on a regular basis with the principal investigators whose projects they monitor. Furthermore, it can provide critical professional development and training opportunities in substantive and methodological issues for IES staff, grantees, and contractors.

Feedback regarding the meeting's organization and content, including feedback on specific meeting sessions will be requested from all attendees of the FY2020 IES Annual PI Meeting. IES will use the feedback from the survey to improve future PI Meetings.

DESCRIPTION OF RESPONDENTS:

Respondents to the survey will be attendees of the FY2019 IES Annual PI Meeting. Attendees include Principal Investigators and other key project personnel from NCER and NCSER grants and contracts. A link to the web-based survey will be e-mailed to all registered attendees at the conclusion of the PI Meeting on January 9, 2020. The survey will be accessible until January 24, 2020. Follow-up reminder e-mails for completing the survey will be sent to all meeting attendees 1-week after the PI Meeting and two days before the end date of the survey. No individual reminders/follow-ups will be conducted because survey submissions will be anonymous.

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:____Christina Chhin_____

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] 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 [ ] 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

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	800	15 min	200
Totals	**800**	15 min	**200**

FEDERAL COST: The estimated annual cost to the Federal government is ___$9,812 _____

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?

During the meeting registration process, attendees are asked to provide their contact information, including e-mail address. All registered attendees that provided an e-mail address will be contacted to complete the feedback survey.

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
    [ ] Mail
    [ ] Other, Explain
2. Will interviewers or facilitators be used? [ ] Yes [X] No

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

The web-based survey is available at: https://www.surveygizmo.com/s3/5362998/Annual-Principal-Investigators-Meeting-Feedback-Survey-2020

Attached with this request are screen shots of the web-based survey and email instructions.