**THE SUPPORTING STATEMENT**

Reviewer Recruitment Module

1. **Justification**
2. **Circumstances Making the Collection of Information Necessary**

The Administration for Children and Families’ Children’s Bureau (CB) is responsible for administering the review of eligible grant applications submitted in response to funding opportunity announcements issued by CB. CB ensures that the objective review process is independent, efficient, effective, economical, and complies with the applicable statutes, regulations, and policies. Applications are reviewed by subject matter experts knowledgeable in

child welfare and related fields. Review findings are advisory to CB; CB is responsible for making award decisions.

In order to develop a deep pool of reviewer candidates from which to recruit gran reviewers, we built a grant review database called the Reviewer Recruitment Module (RRM). CB uses a web-based data collection form and database to gather critical reviewer information in drop down menu format for data such as: degree, occupation, affiliations with organizations and institutions that serve special populations, and demographic information that is voluntarily provided by a potential reviewer.

1. **Purpose and Use of the Information Collection**

The RRM helps CB find and select expert grant reviewers for objective review committees.

1. **Use of Improved Information Technology and Burden Reduction**

The web-based system permits reviewers to access and update their information at will and as needed. The RRM may be accessible by the general public via <https://rrm.grantsolutions.gov/AgencyPortal/cb.aspx>.

1. **Efforts to Identify Duplication and Use of Similar Information**

There are no similar databases that collect this exact set of information necessary to identify potential reviewers for this purpose.

1. **Impact on Small Businesses or Other Small Entities**

None. Respondents are individuals.

1. **Consequences of Collecting the Information Less Frequently**

Potential reviewers may upload their personal information whenever they choose; CB does not mandate any schedule of collection.

1. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances. The currently valid OMB number is displayed at <https://rrm.grantsolutions.gov/AgencyPortal/cb.aspx>.

1. **Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

There were no responses to the Federal Register Notice. We consulted with other HHS offices for ideas of what questions to use to best identify potential reviewers.

1. **Explanation of Any Payment or Gift to Respondents**

No payments have been or will be made to respondents for responding to the RRM.

1. **Assurance of Confidentiality Provided to Respondents**

In order to be selected by CB to participate in a review, respondents must fully complete registration in the Reviewer Recruitment Module (RRM). We use the information provided solely to contact potential reviewers and to determine what grants the potential reviewers are best suited to review.

1. **Justification for Sensitive Questions**

There are no sensitive questions involved in this information collection. All information is provided voluntarily.

1. **Estimates of Annualized Burden Hours and Costs**

We estimate it takes no more than .25 hours for each potential reviewer to complete the RRM.

ANNUAL BURDEN ESTIMATES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INSTRUMENT | NUMBER OF RESPONDENTS | NUMBER OF RESPONSES PER RESPONDENT | AVERAGE BURDEN HOURS PER RESPONSE | TOTAL BURDEN HOURS |
| RRM | 500 | 1 | 0.25 | 125 |
|  |  |  |  |  |

Estimated Total Annual Burden Hours: 125

Most potential reviewers will be current or retired child welfare or related professionals. According to the Bureau of Labor Statistics, social workers earn an average of $24.38 hourly. Based on the estimate of 125 total burden hours annually that is an estimated cost of $3,050 or $6.00 per respondent.

1. **Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

There are no direct monetary costs to respondents and record keepers other their time to complete the reviewer recruitment module.

1. **Annualized Cost to the Federal Government**

Costs associated with the retention of this information are negligible as it is retained and accessed electronically.

1. **Explanation for Program Changes or Adjustments**

None. This is a renewal without change of an existing information collection.

1. **Plans for Tabulation and Publication and Project Time Schedule**

We have no plans for tabulation or publication of the RRM data. The use is solely for purposes of identifying potential grant reviewers.

1. **Reason(s) Display of OMB Expiration Date is Inappropriate**

We display the OMB expiration date on the website.

1. **Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions sought.

**B. Statistical Methods** **(used for collection of information employing statistical methods)**

Statistical methods will are not applicable.