

Appendix C. Burden Table CN-OPS II Year 3

Type of respondents	Type of survey instruments	Sample Size	Responsive					Non-Responsive					All
			Number of respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Number of Non-respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Total Annual hour burden
CN Directors	Hard copy pre-test	3	2	1	2	3	6	1	1	1	0.50	0.5	6.50
CN Directors	Web-based Survey	55	55	1	55	2	110	0	1	0	0.08	0	110.00
CN Directors	Invitation Letter	55	22	1	22	0.05	1.1	33	1	33	0.03	1.1	2.20
CN Directors	Follow-up email*	33	13	1	13	0.05	0.65	20	1	20	0.03	0.66667	1.32
CN Directors	Reminder Email - Week 2*	20	8	1	8	0.05	0.4	12	1	12	0.03	0.4	0.80
CN Directors	Reminder Email - Week 4*	12	5	1	5	0.05	0.25	7	1	7	0.03	0.23333	0.48
CN Directors	Reminder Email - Week 6*	7	3	1	3	0.05	0.15	4	1	4	0.03	0.13333	0.28
CN Directors	Telephone Reminder - Week 7*	4	2	1	2	0.083	0.167	2	1	2	0.03	0.06667	0.23
CN Directors	Telephone Reminder - Week 8*	2	2	1	2	0.083	0.167	0	1	0	0.03	0	0.17
CN Directors	Thank You Letter	55	55	1	55	0.05	2.75	0	0	0	0.03	0	2.75
CN Directors	Email Notification & FAQ	55	55	1	55	0.5	27.5	0	0	0	0.03	0	27.50
SFA Directors	Hard copy pre-test	6	6	1	6	3	18	0	0	0	0.50	0	18.00
SFA Directors	Web-based Survey	2,188	1,750	1	1,750	2	3,500	438	1	438	0.083	36.50	3,536.50
SFA Directors	Invitation Letter	2,188	656	1	656	0.05	32.80	1,532	1	1,532	0.03	51	83.87
SFA Directors	Follow-up email**	1,532	383	1	383	0.05	19.15	1,149	1	1,149	0.03	38	57.45
SFA Directors	Reminder Email - Week 2**	1,149	287	1	287	0.05	14.35	862	1	862	0.03	29	43.08
SFA Directors	Reminder Email - Week 5**	862	129	1	129	0.05	6.45	733	1	733	0.03	24	30.88
SFA Directors	Reminder Email - Week 7**	733	110	1	110	0.05	5.50	623	1	623	0.03	21	26.27
SFA Directors	Telephone Reminder - Week 8**	623	93	1	93	0.083	7.75	530	1	530	0.03	18	25.42
SFA Directors	Telephone Reminder - Week 9**	530	53	1	53	0.083	4.42	477	1	477	0.03	16	20.32
SFA Directors	Telephone Reminder - Week 10**	477	39	1	39	0.083	3.25	438	1	438	0.03	15	17.85
SFA Directors	Thank You Letter	1,750	1,750	1	1,750	0.05	87.50	0	0	0	0.03	0	87.50
TOTAL		2,252	1,813	3.02	5,478	0.703	3,848.30	1,566	4.38	6,861	0.037	251.07	4,099.37

*Based on 40 percent response rate for email and telephone reminders until target of 55 respondents are reached.

** Based on declining response rates on subsequent contacts until target of 1,750 respondents is reached. Initial response rate is 30%.