

**U.S. Department of Commerce (DOC)
National Institute of Standards and Technology (NIST)
Generic Clearance for Program Evaluation Data Collections
OMB Control #0693-0033
Supporting Statement – Part B**

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.

Results obtained in response to NIST collections conducted under this generic clearance, will not be used to make statements that are representative of the universe of study, or to produce statistical descriptions, or to generalize the data beyond the scope for the sample. NIST will describe the specific sample and method for soliciting participation, for each individual information collection request.

2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.

Data collection methods and procedures may vary for each individual collection and the specifics of these methods and procedures will be provided with each information collection request. NIST experts may use a variety of methodologies to analyze the information collected.

Telephone scripts, personal interviews, and focus groups with professional guidance and moderation may be used and if applicable, will be provided or described as a part of the submission.

3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.

Information collected under this generic clearance may not yield generalizable quantitative finds; however, it can provide useful input about the evaluation of some NIST Programs that can be generalized only to those programs.

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4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.

Pretesting may be done with internal staff, a limited number of external colleagues, and/or customer familiar with NIST Programs. NIST will no conduct any pre-testing that involves more than 9 persons.

5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

These is no statistical design. The point of contacts for each individual information collection is as follows:

Title of the Individual Collection	NIST Organizational Unit	Contact Name	Contact phone number
Material Measurement Laboratory Employee and Guest Researcher Engagement Survey	Material Measurement Laboratory Office	Dr. Robert Watters, Jr.	301-975-4122
NIST Clinical Quality Assurance Program Impact and Needs Assessment Questionnaire	Chemical Sciences Division	Ms. Mary Bedner	301-975-4142
NIST Small Business Innovation and Research Commercialization (SBIR) Survey	Technology Partnerships Office	Ms. Mary Clague	301-975-4188
NIST Office of Weights and Measures (OWM) Training Evaluation	Office of Weights and Measures	Ms. Isabel Chavez	301-975-2128
Baldrige Performance	Baldrige Performance	Ms. Dawn Bailey	301-975-3074

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Title of the Individual Collection	NIST Organizational Unit	Contact Name	Contact phone number
Excellence Program – Sponsor Feedback Survey	Excellence Program Office		
Outcome Survey for NIST Summer Institute for Middle School Science Teachers	International and Academic Affairs Office	Dr. Susan Zeisler-Heller	301-975-3111
Baldrige Examiner – Preparation Course Collection	Baldrige Performance Excellence Program Office	Ms. Dawn Bailey	301-975-3074
NIST Food and Nutrition Standard Reference Materials (SRM) Customer Questionnaire	Chemical Science Division	Dr. Melissa M. Phillips	301-975-4134