

Justification for Change

3137-0099

Information Collection Request: Website form to Recruit Peer Reviewers for Library Grant Programs

IMLS is requesting a change to a previously approved clearance in order to update the interactive PDF form which resides on the IMLS website. This form is used to obtain information from subject matter experts and library professionals who would like to be used by IMLS as peer reviewers of grant applications. This updated clearance is requesting the same expiration date of 07/31/2018.

Request abstract:

The proposed Peer Reviewer form revisions are intended to simplify the form and improve user experience, based on an internal analysis of how data from this form is used within IMLS. The revised form eliminates several unnecessary fields in the sections currently titled “Personal Information” and “Mailing Address.” The “Education” and “Expertise” sections have been consolidated, including removing or revising several redundant multiple-choice and free text boxes. We have also added three multiple choice questions to more specifically gauge the respondent’s professional expertise as related to IMLS grant programs. These revisions aim to provide more flexibility to respondents, reduce the necessary effort to complete the form, and cease the collection of data that is no longer useful to IMLS staff.

The respondent burden should remain the same or might decrease slightly with the inclusion of drop down menus and multiple choice questions instead of open text boxes.