

Evaluation of the Third Decade of the National Occupational Research Agenda (NORA) Council  
Effectiveness

Supporting Statement B

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## B. Collections of Information Employing Statistical Methods

### B1. Respondent Universe and Sampling Methods

The respondent universe includes all current (as of date of the survey) and former council members and leaders for the third decade of NORA (October 1, 2016 to present). This survey will not utilize a sampling method and will instead invite the entire universe of respondents to participate.

Only those who are not Federal employees are included in the burden estimates. As of December 2017, there are approximately 380 non-Federal employees serving as members of NORA councils. Historically, councils grow over time, so this number is likely to grow between now and when the survey is fielded. We are estimating 425 potential non-Federal respondents. Based on a similar collection of information (OMB No. 0920-1052, exp. 3/31/2019) we estimate a response rate of 53% or 225 responses for this survey.

### B2. Procedures for the Collection of Information

The mode of data collection is a web-based survey using SurveyMonkey software. The survey will be tested to ensure the questions appear accurately and the data are being recorded correctly. See the survey in Attachment 4.

The NORA Coordinator will obtain the names and business email addresses for all current and former council members and leaders for the third decade of NORA from the co-chairs. One week before the survey is fielded, the council co-chairs will send an initial email letting members know they will receive an invitation from the NORA coordinator to complete the survey. See Attachment 5 for this pre-survey email.

The first invitation email with the survey link will be sent by the NORA Coordinator. Each person will get a personalized email with a specific link. This will prevent the survey from being disseminated beyond council members and leaders, and also allow us to send reminders only to non-respondents. See Attachment 6 for the first email with the survey link.

A follow-up email with the survey link will be sent two weeks later to non-respondents only. See Attachment 7 for this second email. A final email will be sent one week after the second email (three weeks after the first survey email). See Attachment 8 for this final email.

### B3. Methods to Maximize Response Rates and Deal with No Responses

The web-based survey only includes questions that are critical to achieving the aims of this project, and the answers are readily available. The questions focus on opinions and personal experiences and do not require any preparation or reference material. Prior experience with surveys has shown that limiting respondent burden reduces non-response.

The methodology also includes two follow-up emails to non-respondents to maximize response rates. The proposed methods should yield acceptable response rates. This data collection follows the approach utilized in the second decade review of NORA, which also had a survey of NORA council members (OMB No. 0920-1052, exp. 3/31/2019) and achieved a 53% response rate. A similar response rate will provide a margin of error of  $\pm 5\%$ , which is acceptable.

## B4. Tests of Procedures or Methods to be Undertaken

This survey uses the same methodology as the one undertaken for the second decade of NORA (OMB No. 0920-1052, exp. 3/31/2019) that was proven to be effective. A pilot test of the questionnaire was conducted by asking 5 NIOSH employees who are members of NORA councils to complete the survey and provide feedback.

## B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

### Collecting and Analyzing Data:

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