

## Section B: Collection of Information Employing Statistical Methods.

### B1. Respondent Universe and Sampling Methods

Our sample size will be a maximum of 45 respondents. We plan to interview one staff member from each of the nine grantee organizations, as well as the campus point of contact from two to four different partner campus per grantee (keeping the total number of campus respondents to an average of 3 per grantee, or 36 total).

Respondent Group	Number of Respondents	Total Population Estimate
Grantee Project Directors/Points of Contact	1	9
Campus Points of Contact	36	80

### B.2 Procedures for the Collection of Information

The following presents data collection procedures (see Appendix B) for the project:

1. Obtain OMB clearance.
2. NORC will send an email invitation (Attachment C) to the project director at each grantee organization explaining the purpose of the interviews and asking them to provide three times they might be able to participate in a one-hour interview. The email invitation will also ask the project director to specify a point of contact from each of two to four partner campuses selected by NORC (one staff member per campus) to be interviewed.
3. NORC will send an email invitation (Attachment D) to each campus point of contact (selected by his or her specific grantee organization) explaining the purpose of the interviews and asking them to provide three times they might be able to participate in a one-hour interview.
4. Finalize all interview protocols, making any changes suggested by OMB.
5. Once each interview is scheduled, NORC will send a Microsoft Outlook invitation with the time and date of the interview, the expected interview length (one hour), and a conference line phone number to the respective interviewee.
6. One week in advance of the interview, NORC will send the interviewee a list of topics to be discussed during the interview.

### B.3 Methods to Maximize Response Rates and Deal with Nonresponse

An email reminder will be sent to any individuals who do not respond to the initial invitation email, highlighting the importance of the interviews and encouraging potential

respondents to participate. Additionally, on group and one-one-one grantee project calls, OWH can encourage grantee staff to participate. If some individuals do not respond after the reminder email, NORC could consider sending a second reminder email or calling individuals to try to schedule interviews. NORC will make an effort to schedule according to the respondents' convenience, hold interviews lasting no more than hour, and be available for any questions or concerns respondents may have. Draft invitation emails can be found in Attachments C and D.

#### **B.4 Test of Procedures or Methods to be Undertaken**

We will not be conducting pilot testing for this effort.

#### **B.5 Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

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