

PAPERWORK REDUCTION ACT DETERMINATION FORM

AUTHORITY: [The Paperwork Reduction Act of 1995 \(44 U.S.C. 3501-3520\)](#), [5 Code of Federal Regulations \(CFR\) Part 1320](#)

PRINCIPAL PURPOSES: To determine applicability of Centers for Disease Control and Prevention (CDC) proposed projects for Paperwork Reduction Act (PRA) compliance. Proper completion of this form will prevent both illegal information collections and PRA violations.

ROUTINE USES: Information is disclosed to the Information Collection Review Office (ICRO) for auditing and quality assurance purposes.

MANDATORY DISCLOSURE: Failure to provide complete information and the necessary supporting documents may delay proposed project activities.

As a Federal Government agency, CDC is subject to the PRA. The information on this form is required to make a project's PRA applicability determination. **This form (pages 1 and 2) must be completed by the Center, Institute, Office (CIO) PRA Contact.** A copy of the related supporting documents that identify all proposed project collection of information (reporting), retention of information (recordkeeping), and disclosure of information (disclosing) activities must accompany this form upon submittal to ICRO via ombclearance@cdc.gov.

I. Center, Institute, Office (CIO) Information
CIO Abbreviation:
CIO PRA Contact: Name (Last, First) CDC E-mail: Phone No.:
Project Officer/Investigator/Point of Contact: Name (Last, First) CDC E-mail: Phone No.:
Project Title:
Funding Mechanism Type: [] Contract [] Cooperative Agreement [] Grant [] Task/Purchase Order [] Other
Announcement #:

II. Determination Conditions
To determine a project's PRA applicability, record responses to the below conditions (Please Check).
1. Does the proposed activity obtain, cause to be obtained, solicit, or require the disclosure to CDC/ATSDR or a third party information by or for CDC/ATSDR? In other words, will CDC/ATSDR require the collection, retention, or disclosure of information? [] Yes [] No
2. Does the proposed collection entail identical questions posed to, or identical reporting, recordkeeping, or disclosure requirements imposed on or requesting the same information from ten (10) or more persons? [] Yes [] No
3. Is the collection of information conducted by CDC/ATSDR (will CDC/ATSDR collect the information)? [] Yes [] No
4. Is the collection of information sponsored by CDC/ATSDR? [] Yes [] No
5. If applicable, is this collection of information waived by the National Childhood Vaccine Injury Act [Public Law 99-660, section 321-Title III]? [] Yes [] No

III. CIO Determination Decision (Please Check)
[] OMB/PRA Clearance Required, as proposed activity constitutes a collection of information - (If "Yes" response provided for items 1-2 and for either item 3 or 4 in the previous section)
[] OMB/PRA Clearance Not Required - Per 5. C.F.R. 1320.3(h), the following PRA exemption/exclusion category applies to this collection of information:
[] OMB/PRA Clearance Not Required - An active Information Collection Request for this activity has already been approved by OMB.
Title:
OMB Number: Expiration Date:
[] OMB/PRA Clearance Not Required - (If a "No" response provided for items 1 or 2 or if a "No" response for items 3 and 4 in the previous section)
[] OMB/PRA Clearance Not Required - The PRA requirement waived by the National Childhood Vaccine Injury Act [Public Law 99-660, section 321-Title III].

IV. Proposed Project Dates: _____ to _____

V. Proposed Project Activities
If applicable, indicate the type of Information Collection Instrument/Activity proposed for use (Check all that apply):
[] Mail-back Questionnaire [] On-site Questionnaire [] Personal Interview [] Telephone Survey [] Testing/Assessment Form
[] Web-based Survey [] Focus Groups [] Record Abstractions [] Performance Report [] Evaluation [] Observation
[] Application [] Comment Card [] Discussion Group [] Eligibility Form [] Audit Form [] Workshop [] Peer Review
[] Report [] Reporting Form [] Diary [] Log [] Journal [] Inspection Form [] Usability Test [] Consents
[] Acknowledgments [] Card Sorts [] Any other means of requesting information from 10 or more respondents (Explain):
[] N/A

VI. Project Abstract/Summary (Provide justification by describing project's purpose, objectives, funding conditions/intent, and scope of Federal involvement):

VII. For determinations of "PRA Not Applicable" and "PRA Exemption/Exclusion Requested", please provide a brief summary to support the decision:

VIII. CIO-PRA Oversight Official/Representative Certification Statement

On behalf of this project, I certify that this determination decision is in accordance with 5 CFR Part 1320.

Signature Title Date

(FOR ICRO USE ONLY) Selected for Audit?: Yes No

Audit Findings:

OMB/PRA Clearance Not Required OMB/PRA Clearance Required CDC ID No. _____

ICRO Desk Officer: Name (Last, First) _____ CDC E-mail: _____ Phone No.: _____

ICRO Chief Concur Non-concur

Signature Date