

SUPPORTING STATEMENT PART A

TITLE OF INFORMATION COLLECTION: NASA Universal Registration and Data Management System

TYPE OF INFORMATION COLLECTION: New Data Collection

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

The National Aeronautics and Space Administration (NASA) Office of STEM Engagement (OSTEM), requests that the Office of Management and Budget (OMB) approve, under the Paperwork Reduction Act of 1995, clearance for NASA to collect applicant registration and performance data on its portfolio of STEM engagement projects using the NASA Universal Registration and Data Management System. The clearance for universal registration portion of the system is sought for the period of three years.

The NASA Universal Registration and Data Management System is a comprehensive tool designed to allow learners (i.e., students, educators, and awardee principal investigators) to register for and apply to NASA STEM engagement opportunities (e.g., internships, fellowships, challenges, educator professional development, experiential learning activities, etc.) in a single location.

2. Indicate how, by whom, and for what purpose the information is to be used.

The purpose of this data collection is to support the selection of applicants for NASA STEM Engagement activities.

Applicant Selection

NASA personnel manage the selection of applicants and implementation of engagement opportunities within the NASA Universal Registration and Data Management System. The information collected will be used by the OSTEM in order to review applications for participation in NASA STEM engagement opportunities. The information is reviewed by OSTEM project and activity managers, as well as NASA mentors that would be hosting students. This information collection will consist of student-level data such as demographic information submitted as part of the application process.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection.

The NASA Universal Registration and Data Management System is a web-based application that enables the NASA OSTEM to manage its participant application and data collection and reporting capabilities agency-wide. The NASA Universal Registration and Data Management System is the centralized collection point for participant registration and applications. Major goals achieved by the system that reduce the burden on the NASA education community include:

- A structure for linking applicant information with participant information;
- Elimination of duplication and reduction in burden of student profile data (i.e., demographics and geographic distribution);
- Improvement in the overall data quality, integrity and analysis/reporting capabilities.

Registration and application process screen shots and forms, as they will appear in the web-based application, can be found separately under Appendix A – Registration/Profile and Application Screenshots.

4. Describe efforts to identify duplication.

There is no duplication as there are no other sources available to collect this information.

5. If the collection of information impacts small businesses or other small entities (Item 5 of the OMB Form 83-I), describe the methods used to minimize burden.

The collection of information does not affect small businesses or other small entities.

6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If this data collection is not conducted, NASA will not be able to assess participant eligibility or program effectiveness. NASA will not be able to meet its Federal accountability requirements nor assess the degree to which the OSTEM is meeting its performance goals and success criteria. The data primarily will be used to monitor projects supported by NASA, to provide quantitative information in response to the GPRA Modernization Act, and to inform NASA decision-making. Less timely and complete information will adversely affect the quality and currency of all these endeavors.

7. Explain any special circumstances that would cause an information collection to be conducted in an exceptional manner:

All data will be collected in a manner consistent with the guidelines in 5 CFR 1320.6.

8. Provide the date and page number of publication in the Federal Register for the 60-day and 30-day FNRS, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.

60-day FRN: Federal Register 2020-10874, on 05/20/2020. No comments were received.

30-day FRN: Federal Register 2020-065, on 08/04/2020. No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There are no payments or gift to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Any information collected through the NASA Universal Registration and Data Management System will be maintained in accordance with the Privacy Act of 1974. All data collected will be available to NASA officials and staff, evaluation contractors, and the contractors hired to manage the data and data collection software. Data are processed according to Federal and State privacy statutes.

The Universal Registration and Data Management application resides in a certified NASA data center and has met the strict requirements relating to Application Security, Network Security, and Backup/Recovery of the NASA CIO security plan. Data will be secured and removed from this server and location upon guidelines set out by the NPR Schedule 1, 1392.70 indicating that data be stored for a period of two years and then retired to the Federal Records Center and destroyed after a period of 10 years.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

None of the data collected in the NASA Universal Registration and Data Management System is sensitive in nature.

12. Provide estimates of the hour burden of the collection of information.

Provide estimates of the hour burden of the collection of information.

RESPONDENT CATEGORY	NUMBER OF RESPONDENTS	ESTIMATED COMPLETION TIME	ANNUAL BURDEN	ESTIMATED COST/HR	TOTAL COST BURDEN
Students	64,500	20 minutes	21,500 hours	\$7.25/hr	\$155,875
Educators/ Parents	100,000	20 minutes	33,333 hours	\$25.09/hr	\$863,333
TOTAL	164,500 (estimated annual average)	20 minutes (estimated average)	54,833 (estimated average)		\$1,019,208 (estimated cost burden to respondents)

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

Other than their time to complete the surveys and forms, which are estimated in the table in section/question 12 above, there are no direct monetary costs to respondents. That is, there are no capital and start-up costs nor are there total operation and maintenance and purchase of services costs.

14. Cost to the Federal Government: Provide estimates of annualized costs to the

Federal government.

The estimated cost to the government for the development of the universal registration and application portion of the system is \$789,433 over a nine-month period. This cost includes Information Technology (IT) contract costs and direct employee costs for the hardware, software, design, development time, testing, defect resolution and release hardening for the universal registration and application portion of the system.

The IT contract cost of \$650,000 were calculated based on registration and application task deliverable costs for the universal registration and data management system. The direct employee costs were calculated by multiplying estimated aggregate hours spent on the project (36 weeks) by the annual pay of three GS-14 Step 1 employees at half time ($\$116,203 \times 1.2 \text{ FTE} = \$139,433$).

15. Changes in Burden: Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I, if applicable.

Not applicable.

16. Publication of Results: For collections of information whose results will be published, outline plans for tabulation and publication.

Not applicable.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

Not applicable.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

Not applicable.

The NASA office conducting or sponsoring this information collection certifies compliance with all provisions listed above.

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Date:08/10/2020

(Certifying individual must be a civil service employee)