## DOCUMENTATION FOR THE GENERIC CLEARANCE

**FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT**

**TITLE OF INFORMATION COLLECTION:**

**[ ] INTERVIEWS**

**[ ] SMALL DISCUSSION GROUPS**

**[ ] FOCUS GROUPS**

**[ ] QUESTIONNAIRES**

**[ ] OTHER (EXPLAIN: )**

**DESCRIPTION OF THIS SPECIFIC COLLECTION**

1. **Intended purpose**
2. **Need for the collection**
3. **Planned use of the data**
4. **Date(s) and location(s)**
5. **Collection procedures**
6. **Number of collections (e.g., focus groups, surveys, sessions)**
7. **Description of respondents/participants**
8. **Description of how results will be used**
9. **Description of how results will or will not be disseminated and why or why not**

**AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE – NONE**

**BURDEN HOUR COMPUTATION** *(Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent** | **No. of Respondents** | **Participation Time** | **Burden** |
|  |  |  |  |

**BURDEN COST COMPUTATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category of Respondent** | **No. of Respondents** | **Hourly**  **Rate** | **Response Time** | **Total** |
|  |  |  |  |  |

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:**

**NAME OF CONTACT PERSON:**

**TELEPHONE NUMBER:**

**DEPARTMENT/OFFICE/BUREAU:**