

**DOCUMENTATION FOR THE GENERIC CLEARANCE  
FOR THE COLLECTION OF QUALITATIVE RESEARCH &  
ASSESSMENT**

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**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:**