

## **SUPPORTING STATEMENT PART B -**

**Agencies are instructed to complete Supporting Statement Part B if they are using statistical methods, such as sampling, imputation, or other statistical estimation techniques; most research collections or program evaluations should also complete Part B. If an agency is planning to conduct a sample survey as part of its information collection, Part B of the ICR supporting statement must be completed, and an agency should also complete relevant portions of Part B when conducting a census survey (collections that are sent to the entire universe or population under study). For example, an agency doing a census of a small, well- defined population may not need to describe sampling procedures requested in Part B, but it should address what pretesting has taken place, what its data collection procedures are, how it will maximize response rates, and how it will deal with missing unit and item data.**

**Agencies conducting qualitative research studies or program evaluations, including case studies or focus groups, should also complete the relevant sections of Part B to provide a more complete description of the use of the information and the methods for collecting the information.**

### **B. Collections of Information Employing Statistical Methods**

**1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The activities under this collection may involve samples of self-selected participants, as well as representative samples of affected community and industry members. In some cases, the use of convenience samples or quota samples may be made. Potential respondents will be selected to cover a broad range of individuals and entities related to specific aspects of decision science related to existing and emerging NIST mission and research goals such as cyber security, forensics, manufacturing, sustainability, hazard preparedness, emergency communication, disaster response, sustainability.

The specific sample planned for each individual collection and the method for soliciting participation will be described fully in each information collection request. In some cases, statistical methods will be employed to ensure that the sample reflects attributes of the population for which decisions are being analyzed. The number of individuals and entities participating in a given study will vary based on the nature of and needs addressed by the specific study.

In some cases, samples drawn from hard-to-reach populations will result in response rates under 80 %. Under this collection certain protocols will be determined to be eligible for offering remuneration.

Remuneration is justified due to:

(1) The complex study design of many collections requires ongoing participation of various respondents, each of whom is important to achieving study goals. In such studies, should attrition occur at a higher rate than expected, the study goals will not be met. Remuneration is a means to increase study

participation and improve retention in longitudinal studies.

(2) There is a burden on the respondent to take time out of their work day in many cases. There will be equity in the use of remuneration: all respondents will be treated equally with regard to incentives as a means to compensate them for their time.

## **2. Describe the procedures for the collection of information including:**

Data collection methods and procedures may vary and the specifics of these will be provided as supplemental documents for each information collection request focused upon decision science. NIST experts may use a variety of methodologies for these collections; and commercial software may be employed to automate decision science data collections and analyses of feedback. Some decision science collection instruments may also involve physical copies, in which case information collection instruments may be electronically disseminated and/or posted on target pages of a NIST web site. Telephone scripts, personal interviews, and focus groups may also be used and if applicable, will be provided as a part of the submission.

### **3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

Data collection plans will consider the minimum number of responses needed to provide accurate and reliable data, and develop plans to obtain at least the minimum number of responses. Information collected under this generic clearance may not always yield generalizable quantitative findings; however, it can provide useful input concerning the context under which decision-making is conducted and considerations that are made by different stakeholder groups. Increased decision science understanding is critical to inform measurement science advancements that meet critical needs concerning topic areas germane to NIST's core mission and emerging U.S. Federal priorities, including but not limited to community resilience planning, hazard preparedness, disaster response, cybersecurity, manufacturing, and sustainability. NIST may use generally accepted survey methods to minimize non-response, including, but not limited to tailoring the type, frequency, and nature of solicitation as well as offer remuneration to lessen burden and increase response rates and representativeness of samples.

### **4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

Pretesting may be done with internal staff, a limited number of external colleagues, and/or individuals/entities familiar with the type of information sought. If the number of pretest respondents exceeds nine members of the public, NIST will submit the pretest instruments for OMB review under this generic clearance. Any pretesting requiring human subjects will be entered through the NIST Internal Review Board and the Research Protection Office.

### **5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

If statistical methods are used, NIST will obtain and provide information from the statisticians involved in the development, design, conduct, and analysis of usability data collections to be conducted, when appropriate. NIST will

provide the name and contact information of the persons consulted in specific information collection requests submitted under this generic clearance.