

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

- 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.**

Respondent Universe and Sampling Methods

Below is a description of the respondents for each data collection method: (1) online surveys for participants from the USAP over the past three calendar years; (2) virtual focus groups composed of specific sub-populations of USAP participants.

(1) Online Surveys for Participants from the USAP (2018 to Present)

The universe of respondents includes approximately 4,000 USAP representatives who participated from 2018 through current deployment. USAP representatives/participants are defined as “all persons working or visiting at a USAP or an NSF managed station, field camp, other facility, ship, or aircraft. This includes, but is not limited to, researchers, students, contractors, federal civilian and military personnel.” (These representatives will be referred to as survey invitees throughout this document). Two surveys were developed for (1) all USAP participants and (2) military personnel serving in the USAP. Expected response rate is 30% for the universe of survey respondents.

Table B.1: Number of Survey Invitees from the USAP

Survey Type	Number of Survey Invitees
USAP Participants	3,500
USAP Military Personnel	500
Total	4,000

The survey invitees will be identified with the assistance of the Antarctic Infrastructure and Logistics team at OPP. USAP maintains a list of deployed participants with corresponding emails. The NSF Working Group will provide the SAHPR contracted teammates with an email list of participants and the SAHPR contracted teammate will distribute the link to the survey.

(2) Virtual Focus Groups Composed of Specific Sub-Populations of USAP Participants

The universe of respondents for the focus groups will include up to eight USAP participants from each of the categories in Table B.2. below. Questions are tailored for each sub-population, with the goal of understanding the unique experiences and perceptions of each group. Focus group questions for each sub-population are available in the attached Survey Request Form.

Table B.2. Focus Group Sub-Populations of USAP Participants

Sub-Population of USAP Participants	Description of Sub-Population
South Pole	A mix of USAP participants who have worked at the South Pole Station for a minimum stay of two weeks. Includes Antarctic Support Contract (ASC) (prime and subs), grantees, federal employees (NSF, NOAA, etc.), with a focus on individuals lower in the organizational hierarchy.
Palmer	A mix of USAP participants who have worked at the Palmer station for a minimum stay of one month. Includes ASC (prime and subs), grantees, federal employees, etc., with a focus on individuals lower in the organizational hierarchy.
Research Vessels	A mix of USAP participants who voyaged aboard the NBP and LMG research vessels. Includes ASC (prime and subs including vessel crew), grantees, federal employees, etc., with a focus on individuals lower in the organizational hierarchy.
Department of Defense (DoD)	A mix of USAP participants from DoD agencies at any USAP location, military and civilian. Includes JTF-SFA, ANG, NIWC, USAF. A diverse cross-section of military personnel; with a focus on lower to mid-level.
McMurdo: Seasonal	A mix of ASC participants contracted to work as seasonal employees at McMurdo for a minimum stay of one month over the austral summer, winter, or both. No full-time-employees: ASC contracted only. Focus on non-supervisors, galley staff.
McMurdo: Seasonal Women	ASC women participants contracted to work as a seasonal employee at McMurdo for a minimum stay of one month over the austral summer, winter, or both. No full-time-employees: ASC contracted only. No men. Focus on non-supervisors, galley staff.
McMurdo: Full-time Employees	A mix of ASC participants employed full time by Leidos ASC or one of its subcontractors who deployed to McMurdo for a minimum stay of one week. No supervisors.
McMurdo: Full-time Supervisors	A mix of ASC participants employed full time by Leidos ASC or one of its subcontractors who deployed to McMurdo for a minimum stay of one week. Supervisors only.
McMurdo: Grantees	A mix of USAP grantees who deployed to McMurdo – minimum stay of one month. Includes any private citizen deploying under an NSF grant or any individual deploying as part of a partner agency’s scientific endeavor. Includes NASA and NOAA and

	individuals contracted by a grantee or institution. Focus on graduate and undergraduate students.
McMurdo: Grantee Women	USAP women grantees who deployed to or through McMurdo. Includes any woman deploying under an NSF grant or any individual deploying as part of a partner agency's scientific endeavor. Includes NASA and NOAA and individuals contracted by a grantee or institution. Includes graduate and undergraduate students, female-identified PIs.
Near Field	A mix of USAP participants who work at near field sites such as the Dry Valleys, LDB, etc. Work within a helo-ride of McMurdo. Includes ASC (prime and subs), grantees, federal employees. Includes graduate and undergraduate students.
Deep Field	A mix of USAP participants who work at deep field sites such as Thwaites. Work within a plane-ride or traverse from McMurdo or South Pole. Includes ASC (prime and subs), grantees, federal employees. Includes graduate and undergraduate students.
Ice Allies	USAP participants who identify as a member of the Ice Allies group, who formed to hold leadership accountable to on-ice sexual harassment, sexual assault, and other sexually discriminatory behaviors.

USAP maintains a list of deployed participants with corresponding emails. Thirteen focus groups have been designed in support of this effort. The NSF SAHPR working group will identify possible participants as it relates to each focus group makeup. The NSF Working Group will provide the contracted SMEs with a list of focus group participants and the contracted SMEs will be responsible for conducting the focus group meetings.

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

- **Statistical methodology for stratification and sample selection.**
- **Estimation procedure.**
- **Degree of accuracy needed for the purpose described in the justification.**
- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

Procedures for Online Surveys

- The USAP maintains a database of deployers that includes names and email addresses. USAP will provide LDSS with a list of email addresses in support of this survey. The list will include individuals who have deployed from 2018 up to the present.
- Introductory email – LDSS will send an introductory email to survey invitees. The purpose is to provide an overview of the Needs Assessment and encourage participation in the survey.
- LDSS will distribute the USAP survey email using Microsoft Exchange Online. Exchange Online is configured to handle all email traffic for LDSS through the custom

domain, LDSSCorp.com. LDSS will use Outlook to create and distribute the email messages with the survey link. The users will be separated in groups and addressed in the blind carbon copy (BCC) field to ensure recipients' identity is not disclosed and remains private. The email messages will be distributed from the custom email address: survey@ldsscorp.com. Access to this address will be restricted to only personnel required to send and monitor the distribution of the survey emails. LDSS has engaged Microsoft to ensure the distribution of the email remains within the limits of the Exchange Online service and it does not get classified as spam or junk mail.

- Invitation email (Attachment B) – Within 24 hours of the introductory email being sent, LDSS will send the invitation email to complete the online survey to invitees. The invitation email explains the purpose of the Needs Assessment and the survey; emphasizes that participation in the survey is voluntary; lists the closing date of the survey; identifies who will have access to the data. The survey will be open for four weeks.
- Reminder emails (Attachment B) – LDSS will send reminder emails at weekly intervals to encourage those who have not accessed the hyperlink to participate in the survey. The first reminder email will be sent one week after the email invitation.

Procedures for Focus Groups

- The USAP maintains a database of deployers that includes names and email addresses. USAP will provide LDSS with a list of email addresses in support of the focus groups. The list will include individuals who have deployed from 2018 up to the present. The USAP will sort and categorize the database of deployers to match the focus group descriptions.
- Introductory email – LDSS will send an introductory email to focus group invitees. The purpose is to provide an overview of the Needs Assessment and encourage participation in the focus group.
- LDSS will distribute the USAP survey email using Microsoft Exchange Online. Exchange Online is configured to handle all email traffic for LDSS through the custom domain, LDSSCorp.com. LDSS will use Outlook to create and distribute the email messages with the survey link. The users will be separated in groups and addressed in the blind carbon copy (BCC) field to ensure recipients' identity is not disclosed and remains private. The email messages will be distributed from the custom email address: survey@ldsscorp.com. Access to this address will be restricted to only personnel required to send and monitor the distribution of the survey emails. LDSS has engaged Microsoft to ensure the distribution of the email remains within the limits of the Exchange Online service and it does not get classified as spam or junk mail.
- Invitation email (Attachment C) – Within 24 hours of the introductory email being sent, LDSS will send the invitation email to register for the virtual focus group. The invitation email explains the purpose of the Needs Assessment and the focus group; emphasizes that participation in the focus group is voluntary; lists the closing date for registration; identifies who will have access to the data. Registration will include information about consent. Registration for each focus group will be open for four weeks.
- Reminder emails (Attachment C) – LDSS will send reminder emails at weekly intervals to encourage those who have not registered for the focus group to participate. The first reminder email will be sent one week after the email invitation.

- Focus groups will be facilitated via Zoom by SMEs from Alteristic and the Victim Rights Law Center.

Analysis Procedures for Online Surveys

Quantitative and qualitative data will be analyzed to address the Needs Assessment questions and gain a better understanding of the current conditions related to prevention and response of sexual assault and sexual harassment in USAP.

- Survey responses will be analyzed using descriptive statistics such as frequency distributions and measures of central tendency (i.e., mean, median, and mode). Cross-tabulation analysis will be used to examine differences in the perceptions and experiences across demographic identities. As appropriate, responses to open-ended questions will be grouped into categories and summarized with descriptive statistics as well.

Analysis Procedures for Virtual Focus Groups

Qualitative content analysis will be used to analyze data collected from virtual focus groups. The content analysis involves coding responses, creating categories to summarize coded responses, and identifying themes across categories to explore relationships among all responses. To ensure reliability, two analysts will independently code the qualitative data.

The data analysis will inform the creation of a SAHPR program for USAP participants that can be implemented across OPP and partner organizations, and that supports the four objectives of Community, Prevention, Response, and Accountability. The data collection will result in gathering the information necessary to inform the following project deliverables:

- SAHPR Needs Assessment Report
- SAHPR Implementation Plan
- SAHPR Training Materials

- 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.**

See section B.2. above. In addition, participation in these data collection endeavors can be mentioned to currently deployed personnel through normal channels such as mandatory on-ice in briefings and all hands meetings.

- 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.**

Online Survey: Questions in the survey have been used by SMEs for Needs Assessments in other setting, including workplaces, military communities, and government agencies. Questions

relating to community perceptions of bystander and help-seeking behaviors, perceptions of organizational support, and personal influence were adapted from questions created and validated by Drs. Victoria Banyard and Katie Edwards at the University of New Hampshire. Feedback on the survey tool was provided by team members from NSF-SAHPR, LDSS, Alteristic, and VRLC.

Focus Group Questions: Focus group questions have been used by SMEs for Needs Assessments in other setting, including workplaces, military communities, and government agencies.

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.

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Attachment A

Consent Form for Virtual Focus Groups

The National Science Foundation Office of Polar Programs is gathering data to support the Sexual Assault and Harassment Prevention and Response (SAHPR) Needs Assessment, Implementation Plan, and Training Material for the U.S. Antarctic Program (USAP). The NSF is hosting a series of focus groups and a survey to assess the current landscape within the USAP regarding sexual harassment and sexual assault.

You have volunteered to take part in one of the focus groups. To have a complete record of your comments, your focus group will be audio taped (and/or videotaped). We will capture the actual words that are said, to ensure the Needs Assessment accurately reflects participants' experiences and perceptions. After we complete the data collection process, we will analyze the information and identify themes to inform the Needs Assessment Report. Please note, we will not link your name to your words. Recordings and transcripts will be available only to the Needs Assessment Team. When we are done with the data collection process, we will preserve them to inform the project and then delete them. They will not be made available to members of OPP or Partner Organizations. Themes and data will be summarized in group form for the Needs Assessment Report and responses will be reported as a group and not attributed to a single individual.

This study is authorized by law (42 U.S.C. 1862 Section 3.a.6.). The OMB control number for this study is XXXX-XXX.

I have volunteered to participate in this focus group, and I give permission for information I provide to be used for the purposes stated above. (Check Box in registration form).

Attachment B

Email Invitation for Online Survey

The National Science Foundation Office of Polar Programs is gathering data to support the Sexual Assault and Harassment Prevention and Response (SAHPR) Needs Assessment, Implementation Plan, and Training Material for the U.S. Antarctic Program (USAP). The NSF is hosting a survey and a series of focus groups to assess the current landscape within the USAP regarding sexual harassment and sexual assault.

We would like to invite you to participate in the USAP participant survey. This is an opportunity to share your perspectives and suggest ways to improve the response and prevention of sexual assault and harassment in the USAP.

Your participation in the survey is voluntary. You don't have to answer any questions you don't want to answer, and you can stop participating at any time. We will not ask you any identifying information and none of your answers will be linked to your name. The survey will take 10-15 minutes to complete.

This study is authorized by law (42 U.S.C. 1862 Section 3.a.6.). The OMB control number for this study is XXXX-XXX.

Please follow this link to participate in the survey:

XXX

Please complete the survey by XX-XX-XXXX.

Attachment C

Email Invitation for Virtual Focus Groups

The National Science Foundation Office of Polar Programs is gathering data to support the Sexual Assault and Harassment Prevention and Response (SAHPR) Needs Assessment, Implementation Plan, and Training Material for the U.S. Antarctic Program (USAP). The NSF is hosting a survey and a series of focus groups to assess the current landscape within the USAP regarding sexual harassment and sexual assault.

You are invited to participate in a focus group with the following group: XXX

Purpose: USAP is unique program. The information gathered in the focus groups will help ensure the programs developed are relevant across contexts and resonate with diverse USAP participants.

Platform: The focus groups will take place virtually using Zoom.

Length: 90-minutes.

Confidentiality: Your participation in the focus group is voluntary. You don't have to answer any questions you don't want to answer and you can leave at any time. The focus groups will be audio recorded and transcribed. However, your answers to focus group questions will be kept confidential. Only the researchers analyzing the data will have access to the transcripts of the focus groups, and NSF OPP will only receive a combined summary report.

Topics: Questions will be asked about your work climate, organizational culture, what behaviors relating to harassment and sexual assault look like, how people react, reporting mechanisms, and potential solutions.

Groups: The USAP community is diverse and different groups have different experiences. In an effort to include many perspectives, the Needs Assessment team will hold several group-specific focus groups including:

[INSERT FOCUS GROUP CATEGORIES, DATES, AND TIMES, REGISTRATION LINK]