

SUPPORTING STATEMENT

FOR PAPERWORK REDUCTION ACT SUBMISSION

B. Collection 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. The following documentation should be provided with the Supporting Statement Part A to the extent that it applies to the methods proposed. For further information, please consult [OMB's Standards and Guidelines for Statistical Surveys](#).

- 1. Describe the potential respondent universe (including a numerical estimate) 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 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 U.S. Department of Education (ED) contracted with KEN Consulting, Inc (KCI) to administer a survey to representatives from each of the 100 grantee institutions of the National Resource Center (NRC) program from the 2018-2022 grant cycle. The population of institutions of higher education that received NRC grants in 2018 or 2020 will provide the population from which data will be collected. One hundred institutions received grants during this time and all 100 will be contacted to request completion of the survey. Therefore, no sampling methods will need to be employed. Based on previous engagement with NRC representatives and observation of their demonstrated interest in the subject matter of the survey, we anticipate a high response rate between 80 and 100 percent.

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

- Statistical methodology for stratification and sample selection.**

Survey administration will commence upon receiving OMB clearance, which we estimate will occur in summer 2022. The Department of

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Education will send notifications to the current NRC project directors as the first step, informing them that KCI has been contracted to conduct the survey and encouraging them to fully participate. We will then send emails with unique links to the web-based survey to each project director, requesting that they or one of their colleagues knowledgeable about the NRC program complete it. These introductory emails will explain the purpose of the survey and the importance of their participation. They will also provide assurance that appropriate OMB clearance has been obtained. Since the survey will be administered to the entire universe of NRC grantees and we anticipate a high response rate, no stratification, sampling, or statistical estimation and correction procedures will be necessary.

- **Estimation procedure.**

N/A

- **Degree of accuracy needed for the purpose described in the justification.**

N/A

- **Unusual problems requiring specialized sampling procedures, and**

N/A

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

N/A

3. **Describe methods to maximize response 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.**

As stated above, we anticipate a high response rate due to high levels of engagement and interest observed in previous interactions with NRC personnel. Even so, there may be some barriers to participation for respondents, such as tight schedules and missing emails due to being out of the office (this is a particular concern giving the likely timing of survey administration being in the summer when vacation and traveling are more likely to occur). Therefore, we will regularly follow-up with respondents throughout the data collection period in order to attain the highest possible response rate.

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- 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.**

In October 2021, the survey was pretested with three NRC directors. We asked that the pretest respondents keep track of the time it took them to complete the survey. They also provided feedback on the survey items and general questionnaire design. Based on the results of this pilot test of the survey, a few revisions were made, including minor changes to question wording, modifying response categories to a couple of questions, and removing one question that was deemed to be redundant.

- 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 persons who will actually collect and/or analyze the information for the agency.**

Name	Organization	Title	Phone
Elham-Eid Alldredge, Ph.D.	KEN Consulting, Inc.	Vice President of Research and Evaluation	240-444-0797
Michael D. Campbell, Ph.D.	Campbell Consulting	Senior Evaluator and Analyst	301-907-7881
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