**SUPPORTING STATEMENT**

**U.S. Department of Commerce**

**National Institute of Standards and Technology**

**SURF Fellow Housing Survey**

**OMB Control No. 0693-0084**

**SUPPORTING STATEMENT PART A**

**Abstract**

The purpose of this collection is to gather information requested on behalf of the NIST Summer Undergraduate Research Fellowship (SURF) Program for both Gaithersburg and Boulder locations. Students participating in the program receive a fellowship which includes lodging coordinated by the agency.

**Justification**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The purpose of this collection is to gather information requested on behalf of the NIST Summer Undergraduate Research Fellowship (SURF) Program for both Gaithersburg and Boulder locations. Students participating in the program receive a fellowship which includes lodging arranged by the agency. To coordinate the lodging, information is submitted by accepted students who require lodging during the program dates. The student information is utilized for roommate matching based on gender and common interests.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

To coordinate the lodging over a period of 9 to 11 weeks in the summer, information is submitted by accepted students which require lodging during the program dates. The student information is utilized by the Program Office (NIST federal employees) for roommate matching based on sex and common interests. The information will be collected electronically. Accepted students will receive a link to the Housing Application administered on Google Documents (NIST approved platform). The application must be completed by a required deadline. The provided link will be inactive after the deadline.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

The information will be collected electronically. Accepted students will receive a link to the Housing Application administered on Google Documents (NIST approved platform).

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

The information in this survey is specific to the NIST SURF Program and is not duplicated by other government programs.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

The collection of this information does not involve small businesses.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

The program will not be able to coordinate lodging for participants annually. Lodging which is coordinated by NIST is an incentive to apply to the program.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner: requiring respondents to report information to the agency more often than quarterly; requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it; requiring respondents to submit more than an original and two copies of any document; requiring respondents to retain records, other than health, medical, government contract; grant-in-aid, or tax records, for more than three years; in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study; requiring the use of a statistical data classification that has not been reviewed and approved by OMB; that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

The collection of information will be conducted according to all OMB guidelines.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

The 60-day FRN posted on January 26, 2022 (Vol. 87, No. 17, pp. 3975-3976). One public comment was received on January 27, 2022, from Shanay from Pan Chem Corporation. Due to the lack of relevance, no action was taken by NIST in response to the comment.  A copy of the comment received has been uploaded into ROCIS.

The 30-day FRN posted on May 20, 2022 (Vol. 87, No. 98, pg. 30872).

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

There will be no payments or gifts to respondents.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a systems of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.**

Because some personally identifiable information will be collected and stored in a system of records, appropriate notice in the form of a Privacy Act Notice and SORN notification will be given.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

In order to provide appropriate housing options, some personally identifiable information (such as sex) as well as other potential pertinent private information (such as allergies, preferences in general) will be collected. As stated in question 10, appropriate privacy notice will be provided in the form of Privacy Act Statement. Information is covered under NIST SORN 1: NIST Associates.

The Privacy Act Statement reads:

**Privacy Act Statement**

**Authority:** 15 U.S.C. § 278g-1(a)

**Purpose:** The National Institute for Standards and Technology (NIST) hosts the Summer Undergraduate Research Fellowship (SURF) which provides an opportunity for the NIST laboratories to encourage outstanding undergraduate students to pursue careers in science and technology. This information collection will serve as the housing application for the program.

**Routine Uses:** NIST will use the information collected to perform the requisite reviews of the applications to determine eligibility, and to meet programmatic requirements. Disclosure of this information is also subject to all the published routine uses as identified in the Privacy Act System of Records Notices: NIST-1: NIST Associates.

**Disclosure:** Furnishing this information is voluntary. When you submit the form, you are indicating your voluntary consent for NIST to use of the information you submit for the purpose stated.

**12. Provide estimates of the hour burden of the collection of information.**

220 respondents / 30 minutes to complete the survey. Burden hours is equal to 110 hours.

**13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).**

There is no cost to the respondent.

**14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.**

The cost for lodging is factored into the fellowship. Each participant receives up to $4500 annually for lodging in their fellowship. If all participants were to receive lodging for the program, the total cost is $990K/year.

**15. Explain the reasons for any program changes or adjustments reported on the burden**

**worksheet.**

There are no changes to the collection since last approved by OMB.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

There are no statistical results associated with this collection.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The OMB approval and expiration date will be appropriately displayed.

**18. Explain each exception to the topics of the certification statement identified in “Certification or Paperwork Reduction Act Submissions.”**

There are no exceptions to this information collection.