

SUPPORTING STATEMENT
U.S. Department of Commerce
National Oceanic & Atmospheric Administration
Office of Education, Higher Education Scholarship, Fellowship, and Internship Programs
OMB Control No. 0648-0568

A. JUSTIFICATION

Abstract

This request is for revision and extension of an existing information collection. This information collection includes several changes to the type and amount of information being collected as described below:

1. Updates to Student Scholarship Application and Reference Forms
2. Addition of Student and Mentor Surveys
3. Addition of the Hollings Preparation Program Application and Surveys
4. Graduate Fellowship Program Application and References
5. Addition of Student Opportunities Optional Demographic Data Collection
6. Removal of the Dr. Nancy Foster and the National Marine Fisheries Service (NMFS) Recruiting, Training, and Research (RTR) Program
7. Revision of the title collection.

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 Administrator of the National Oceanic and Atmospheric Administration (NOAA) is authorized by section 4002 of the America COMPETES Act, [Pub. Law 110-69](#), to establish and administer a coordinated education program to enhance understanding of ocean, coastal, Great Lakes, and atmospheric science and stewardship by the general public and other coastal stakeholders, including underrepresented groups in ocean and atmospheric science and policy careers. In addition, NOAA's Administrator is authorized by section 214 of the Consolidated Appropriations Act, 2005, [Pub. Law 108-447](#), to establish and administer the Ernest F. Hollings Undergraduate Scholarship Program to support undergraduate studies in oceanic and atmospheric science, research, technology, and education that support NOAA's mission and programs.

NOAA's Office of Education (OEd) administers scholarship programs (Ernest F. Hollings Undergraduate Scholarship Program (Hollings)) and Educational Partnership Program with Minority Serving Institutions (EPP/MSI) Undergraduate Scholarship Program (USP), an internship program (Hollings Prep Program (HPP)) and one grant program – the EPP/MSI Cooperative Science Centers (CSC). The OEd maintains a Student Tracker database with student data from all the programs it administers. NOAA OEd staff enters data for the scholarship programs. The EPP/MSI CSCs enter and update the Student Tracker for their students.

Student applicant information, including information provided by references, will be collected for the EPP/MSI Undergraduate Scholarship Program and the Ernest F. Hollings Undergraduate Scholarship Program. Scholars from the Hollings and EPP/MSI USP programs are surveyed before and after the student orientation program and at the completion of their internships. The information gathered helps OEd to improve the programs and the student experience. During their summer internships, Hollings and EPP/MSI USP scholars also complete a biweekly online training record to track accomplishments (max 2000 characters per week) and hours worked.

The Office of Education, including EPP/MSI CSC, EPP/MSI USP and Hollings, has included the voluntary alumni form in this collection. OEd believes this information is necessary because NOAA desires to know whether the NOAA funded students pursue and complete NOAA-related science degrees, whether the students are employed by NOAA, NOAA contractors or otherwise in NOAA mission-aligned fields, or are involved in other programs due to their NOAA-funded education and training. This system is directly linked to the Student Tracker Database to automatically update student files. The current system was implemented in 2021.

NOAA OEd collects information on post-graduation activities to assess the following: 1) whether students pursue and complete advanced degrees in NOAA-related

sciences, 2) whether students gain employment with NOAA, NOAA contractors or other employers which address NOAA's mission, 3) receive fellowships or awards as a result of their NOAA-funded education and training, and, 4) publish scholarly works in peer-reviewed journals.

NOAA is required by [Executive Order 13985](#) (Advancing Racial Equity and Support for Underserved Communities Through the Federal Government; Section 5 - Data Collection) to ensure programs and awards are equitably accessible to all, regardless of gender, race, ethnicity, or disability. To better understand the commitment to adhere to this requirement, NOAA OEd will take a data-driven approach to advancing policies that promote diversity, equity, inclusion, and accessibility through the collection of personal demographic information, on a voluntary basis, from people that work for (FTE or contractors), or are interns, students, or grantees with NOAA.

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.

Education Programs and Their Purposes

NOAA recognizes outstanding scholarship and encourages independent graduate level research – particularly by female and underrepresented students – in ocean and atmospheric science and policy careers.

The purpose of the EPP/MSI program is to educate, train and graduate students in NOAA mission-aligned STEM, policy and natural resources management disciplines. EPP/MSI is strongly committed to broadening the participation of Minority Serving Institutions (MSIs) such as Historically Black Colleges and Universities, Hispanic Serving Institutions, Indian Tribally Controlled Colleges and Universities, Alaska Native-Serving Institutions, and Native Hawaiian-Serving Institutions. The EPP/MSI partnership is comprised of four program components:

- The **Undergraduate Scholarship Program** (EPP/MSI USP) provides an opportunity for rising junior and senior students to study disciplines relating to the NOAA's mission. Students attending MSIs (Hispanic Serving Institutions, Historically Black Colleges and Universities, Tribal Colleges and Universities, Alaskan-Native Serving Institutions, and Native Hawaiian Serving Institutions) conduct rigorous 10-week summer internships at approved NOAA facilities upon acceptance to the program.
- The **Graduate Sciences Program** (GSP) was aimed primarily at increasing opportunities for students in NOAA-related fields to pursue research and educational training in atmospheric, environmental, remote sensing and oceanic sciences at MSI when possible. The GSP offered between two years (master's candidates) to four years (doctoral students) of NOAA-related research and training opportunities. **(CLOSED to new students)**
- The **Environmental Entrepreneurship Program** (EEP) provided funding to eligible MSIs on a competitive basis to provide students with training in the application of NOAA sciences in order to foster economic development opportunities. EEP facilitated partnerships among MSIs; various NOAA offices; academic research, government and business organizations to help prepare students with appropriate knowledge and skills to exploit environmental tools and technological resources. **(CLOSED to new students)**
- The **Cooperative Science Centers'** (CSCs) objectives are to educate, train and graduate students in NOAA mission-aligned STEM, policy and resources management disciplines, to conduct research in support of NOAA's mission, to build capacity within the collaborating institutions, and to train eligible candidates for the future NOAA workforce. EPP/MSI established five Cooperative Science Centers at MSIs to advance collaborative research in NOAA mission-aligned (pertains to NOAA's mission) disciplines. The first four Cooperative Science Centers were established in 2001 and the fifth Center in 2006. The 2011 and 2016 grant awards resulted in four Cooperative Science Centers (the previous ones existed only through their grant durations). The Center Director, Deputy Director and Distinguished Scientist at each Center develop and lead key education and research activities.
- The **Graduate Fellowship Program** (GFP) pilot was designed to serve as a future workforce pipeline to NOAA for qualified students currently supported at EPP/MSI CSCs and pursuing a graduate degree in a NOAA mission discipline. The selected fellows participate in professional development training and a year-long experiential opportunity at a NOAA facility.

For more information about the EPP/MSI, visit: <https://www.noaa.gov/office-education/epp-msi>.

The purpose of the **Ernest F. Hollings Undergraduate Scholarship Program** is to:

1. Increase undergraduate training in oceanic and atmospheric science, research, technology, and education and foster multidisciplinary training opportunities;
2. Increase public understanding and support for stewardship of the ocean and atmosphere and improve environmental literacy;
3. Recruit and prepare students for public service careers with NOAA and other natural resource and science agencies at the federal, state and local levels of government; and,
4. Recruit and prepare students for careers as teachers and educators in oceanic and atmospheric science and to improve scientific and environmental education in the United States.

In 2019, the Ernest F. Hollings Undergraduate Scholarship Program established the Hollings Prep Program (HPP) in an effort to increase the diversity of candidates applying to the scholarship. The HPP prepares undergraduate freshmen to be competitive applicants for the Ernest F. Hollings Undergraduate Scholarship Program through the completion of 4-6 week summer internships with NOAA mentors on the West Coast of the US.

For more information about the Ernest F. Hollings Undergraduate Scholarship Program, visit: <http://www.noaa.gov/office-education/hollings-scholarship>.

OEd Student Tracker Database

The OEd Student Tracker Database maintains data for all students receiving funding under the following programs:

- EPP/MSI Undergraduate Scholarship Program;
- EPP/MSI Graduate Sciences Program;
- EPP/MSI Environmental Entrepreneurship Program;
- EPP/MSI Cooperative Science Centers; and,
- Ernest F. Hollings Undergraduate Scholarship Program.

The collection of student data is a program requirement that enables OEd to assess compliance with its performance measures, described below. NOAA's OEd staff maintains this database and updates it and thus no public burden is incurred for this portion of the input to the database. Information on CSC students is entered by CSC program coordinators or principal investigators, as required by a special award condition.

OEd requires that NOAA-funded Cooperative Science Center student data be provided semi-annually. Regular updates on the post-education activities of alumni is strongly encouraged. OEd currently relies on Cooperative Science Center input into the Student Tracker and solicits updates from alumni on its website using the Voluntary Alumni Update System (VAUS). The VAUS is used to collect post-graduation information about the student in order for NOAA to determine whether NOAA-funded students pursue and complete post-graduate NOAA-related science degrees, are employed by NOAA or a NOAA contractor, or in fields related to NOAA's mission.

The collected student data is also tabulated to provide the status on progress of all OEd programs' performance measures.

Student Scholarship Training Record

During their summer internships, Hollings and EPP/MSI undergraduate scholars are required to complete a biweekly Training Record (SSTR), which logs their hours, activities and accomplishments. This information is collected via an online system.

Performance Measures

Graduate Sciences Program (closed to new students)

- Number of graduate sciences program students hired in NOAA Line Offices.

Undergraduate Scholarship Program

- Number of undergraduate scholarship students attending MSIs who are trained and graduate in NOAA-related sciences;
- Number of undergraduate scholarship students attending MSIs who pursue graduate work in NOAA-related sciences; and,
- Number of undergraduate scholarship students attending MSIs who are hired by NOAA, NOAA Contractors and other natural resources and science

agencies at the Federal, State, local and tribal levels.

Ernest Hollings Scholarship Program

- Number of Hollings scholarship students who are trained in NOAA-related sciences, research technology, and education;
- Number of Hollings scholarship students who are hired by NOAA and other natural resource and science agencies at the Federal, State, and local levels;
- The number of students from the Hollings Program who teach and become educators in NOAA-related sciences;
- The number of Hollings students who pursue graduate work in NOAA-related sciences; and
- The number of Hollings Preparation Program scholars who go on to obtain a Hollings or EPP/MSI undergraduate scholarship or become associated with another NOAA student program.

Environmental Entrepreneurship Program (Closed to new students)

- Number of students who receive training and experiential learning opportunities in NOAA-related environmental business enterprises.

Cooperative Science Centers

- Number of students from underrepresented communities who are trained and graduate in NOAA mission sciences annually;
- Number of students who are trained and graduate in NOAA mission sciences annually;
- Number of students completing experiential opportunities at NOAA facilities;
- Number of EPP/MSI-funded students who are hired by NOAA, NOAA contractors and other environmental, natural resource, and science agencies at the Federal, State, local and tribal levels, in academia and the private sector;
- Number of collaborative research projects undertaken between NOAA and MSI partners in support of NOAA operations;
- Number of students and faculty who participate in and complete postdoctoral level research programs in support of the NOAA mission;
- Number of peer-reviewed papers published in NOAA mission sciences by scientists (faculty, postdoctoral fellows, and students) sponsored by NOAA EPP/MSI;
- Funds leveraged with NOAA EPP/MSI funds (including student support) ; and,
- Number of outreach participants engaged in NOAA mission relevant learning opportunities.

For the CSCs, the allocated funds are tracked. For the award period beginning in 2016, fifty (50) percent of CSC funding, including the lead and all partner institutions, is mandated for direct student support. For prior award periods, the minimum amount required for direct student support was thirty percent of the award. Direct Student Support means CSC funds directly paid for support of CSC-support eligible post-secondary students in the following budget subcategories: 1) tuition; undergraduate student scholarship; graduate student fellowship; 2) travel (to participate in experiential research at NOAA facilities or other CSCs or NOAA programs, present at scientific conferences/meetings, training, professional development); 3) salaries and fringe benefits; stipend (for laboratory/computer/equipment fees, books, transportation and lodging support when conducting CSC/NOAA research activities) and 4); registration (for conferences, workshops or Forum).

Surveys

Survey instruments administered by NOAA OEd and distributed to students will be done so through Google forms. Any exceptions are described below.

Scholarship Applicant Surveys

All applicants to Hollings and EPP/MSI USP scholarships will be surveyed annually to identify scholarship application issues, potential barriers to the application process, and to assess whether updates are warranted.

Supported Student Surveys

1. The Hollings and EPP/MSI USP program will survey selected scholars before and after the student orientation sessions, at the end of the internship period.
2. Federal employees and affiliate scientists who mentor Hollings and EPP/MSI USP scholars are surveyed at the end of the internship period.
3. HPP students and their mentors are surveyed at the end of the internship period.

Student Opportunities Voluntary Demographic Survey

Voluntary demographic surveys will be distributed to people that work for (FTE or contractors), or are interns, students, or grantees with NOAA. Surveys will be available via a PDF document and securely shared with NOAA through Grants Online.

Purpose of Information Collection

To measure the impact of OEd programs, the data collected by the EPP/MSI and Hollings Scholarship Programs are compared to the available data in the national education databases (e.g., National Science Foundation and National Center for Education Statistics) and NOAA workforce management database. Furthermore, the student data collection identifies degree pipeline areas (BS, MS, or PhD) and where OEd and its academic partners may target recruitment for its' NOAA mission-aligned STEM, policy and resources management education and training programs. NOAA scholarship programs produce a pool of qualified candidates that may be hired by NOAA and help to sustain a world-class NOAA organization.

The collected student data is also tabulated to provide the status of progress for all programs' performance measures. Results of this collection which demonstrate the effectiveness and impact of OEd programs may be submitted for publication in peer-reviewed or gray literature. In this event, data would be reported in anonymous and aggregate form according to occupation fields commonly used by other Federal agencies such as the National Science Foundation, Department of Education and Census Bureau.

Voluntary demographic information will be collected in compliance with Service Equity Assessment ([EO 13985](#), Section 5). NOAA previously identified a lack of demographic information on people that work for (FTE or contractor), or are interns, students or grantees of NOAA as a barrier to measuring the success of stated Diversity, Equity, Inclusion, and Justice (DEIJ) goals. NOAA has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity, or disability of its proposed applicants.

It is anticipated that the information collected will be disseminated to the public or used to support publicly disseminated information. The NOAA Office of Education will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response to Question 10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to Section 515 of Public Law 106-554.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The collection of information will primarily entail web-based forms with electronic fillable forms (e.g., PDF forms) as a back-up. Applicants, alumni and grant recipients will complete the web-based forms that will automatically be transferred to a database (e.g., student and alumni data, financial information from Cooperative Science Centers, or scholarship applicant data) or collected by staff via Google forms or Grants Online. In the event that the web-based method is not functional, the applicants and grant recipients may complete fillable forms that may be sent electronically or mailed.

4. Describe the efforts to identify duplication.

Cooperative Science Center student data and information are unique to the program component in that they are not collected by any other entity. The NOAA scholarship applications are unique in that the applications require responses to NOAA-related questions. Personal demographic information (e.g., race, ethnicity, gender, disability) may be collected elsewhere in the government, however that information is not readily available to NOAA in a manner that would allow us to assess the trends of scholarship or other award applicants and recipients.

5. If the collection of information involves small businesses or small entities, describe the methods used to minimize the burden.

This collection is primarily directed to individuals and no small businesses or small entities are targeted.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

If the collection is not conducted, the data will not be available to support the mandatory program performance assessments and NOAA program reports.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

During their 10-week summer internships, Hollings and EPP/MSI undergraduate scholars are required to complete a biweekly Training Record (SSTR), which logs their hours, activities and accomplishments. This frequency is needed in order to accurately track student hours and activities. The SSTR records serve as

documentation of student activities and are needed to ensure sufficient progress is being made on internships and requirements are met for the release of internship stipends. Scholars complete these forms 5 times during the summer internship to document their progress.

Summer interns also complete 3 surveys during the summer period. The purpose of these surveys is to assess their satisfaction with the activities that the programs have provided for them. These surveys help the programs to make improvements and provide student-centered activities that meet the needs of scholars and are relevant to their interests.

All other collections will be conducted in a manner consistent with OMB guidelines.

8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register notice soliciting public comments on the collection was published on March 28, 2022 (87 FR 17271). No public comments were received.

Comments solicited through other venues: The NOAA Office of Education reached out to current and former scholarship students to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. No responses were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts are provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

As needed, student information may be disclosed to the National Oceanic and Atmospheric Administration Office of Civil Rights and the Workforce Management Office to assist the Office of Education in completing and maintaining the student tracker records. The justification for sharing information on a need to know basis within the agency is provided explicitly within the statutory language of the Privacy Act. See 5 U.S.C. 552a(b)(1).

As needed, student information may be disclosed to entities outside of NOAA for purposes related to program management under the routine uses described in System of Records Notice [NOAA-14](#), published September 17, 2015 (text below). For example, OEd has enlisted the National Student Clearinghouse to search student records to verify degree completion and enrollment in advanced degree programs. Student data are transmitted using secure means (e.g., Accellion) in compliance with NOAA and DOC privacy policies.

8. A record in this system may be transferred to the Office of Personnel Management or to the National Science Foundation, National Center for Science and Engineering Statistics (NCSES) or to an evaluation contractor for personnel research purposes, as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related manpower studies.

The physical electronic OEd files are protected from access outside of NOAA and outside of the Office of Education by a system of firewalls and routers. Whenever feasible, applications are hosted within the internally protected network to limit access by NOAA personnel only. Restricted access is employed so that only authorized users within the NOAA Office of Education scholarship team have access to the scholarship files.

The OEd student scholarship programs' paper application is destroyed after the evaluation and selection of NOAA student scholars. The student name, street address, telephone number and email address are maintained electronically in a secured location on the NOAA server, as is the student tracker database. Access to the electronic files on the OEd shared drive requires username/password combinations to retrieve the information. A current [Privacy Impact Assessment](#) is on file for this IT system.

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.

In compliance with Service Equity Assessment ([EO 13985](#), Section 5) NOAA identified a lack of demographic information on people that work for (FTE or contractor), or are interns, students or grantees of NOAA as a barrier to measuring the success of stated Diversity, Equity, Inclusion, and Justice (DEIJ) goals, and gaining approval to collect such data will be important moving forward. NOAA has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity, or disability of its proposed applicants. To gather information needed for this important task, the applicant(s) should submit the requested information for each identified applicant(s) with each proposal using the proposed optional demographic survey. Submission of the requested information is voluntary and is not a precondition of award unless otherwise noted by the opportunity. Any individual not wishing to submit some or all the information should check the box provided for this purpose. Upon receipt of the application, this form will be separated from the application. This form will not be duplicated, and it will not be a part of the review process (unless specified by the opportunity). Data will be confidential.

12. Provide an estimate in hours of the burden of the collection of information.

Hollings and EPP/MSI USP Application and References: Based on the previous three-years of applications, OEd expects to receive an average of approximately 750 undergraduate scholarship program (EPP/MSI USP and Hollings) applications. Subject to the appropriated funds, approximately 10 and 150 students are selected annually for the EPP/MSI USP and Hollings scholarship programs, respectively. Completion of the undergraduate scholarship programs application is estimated to take 12 hours. Based on 750 applications, OEd calculates 1500 reference forms (two references per application). Completion of the undergraduate scholarship programs reference form is estimated to take 1 hour.

Alumni Update Form: It is estimated that a total of 56 Alumni Update Forms will be received annually through the VAUS. A total of 60 forms were completed during the previous two years for an average of 30 forms annually. Completion of the alumni form is estimated to take 5-6 minutes (0.1 hrs). The alumni form will be used by the following NOAA programs:

1. Office of Education, Educational Partnership Program with Minority Serving Institutions;
2. Ernest F. Hollings Undergraduate Scholarship Program;

Student Tracker Database: Data entry to the Student Tracker database web-form is required twice annually from four (4) NOAA EPP/MSI Cooperative Science Center grant recipients. The completion of the student tracker database form by each program coordinator, containing information on all students within his/her grant program, is expected to take a maximum of 28 hours, twice per year, to enter data for an average of 200 students and performance measures. In other words, each time a program coordinator completes the student and performance measures report, the report includes updated information on approximately 200 students and 16 performance measures. A report is considered one response (including information on 200 students and 16 performance measures).

Graduate Fellowship Program Application and References: The GFP is a pilot program and the EPP/MSI program anticipates that student applications will be solicited twice per year. Applications for this program are completed by the student applicant and submitted with the endorsement and recommendation of the CSC director, the student's academic advisor and the CSC distinguished research scientist. The EPP/MSI program estimates that 16 Graduate Fellowship Program applications will be received from CSC directors annually. Completion of the application is estimated to take 12 hours. The EPP/MSI program estimates that 48 reference letters will be received and completion of the GFP letters of reference is estimated to take 1 hour.

Student Scholarship Training Record: Completion of the biweekly Student Scholarship Training Record is expected to take approximately 30 minutes and would be submitted 5 times by each scholar during the 10 week summer internship period.

Hollings and EPP/MSI USP Applicant Surveys: The Hollings and EPP/MSI USP program will survey scholarship applicants. All applicants to NOAA scholarship programs will be surveyed annually to identify scholarship application issues. A total of 375 responses (50% of the 750 applicants) are expected to complete the 5 minute survey. This estimate is based on previous response rates of OEd surveys.

Hollings and EPP/MSI USP Scholar Surveys: The Hollings and EPP/MSI USP program will survey selected scholars. Students selected to receive scholarships are surveyed before and after the student orientation sessions, at the end of the internship period. Annually, a total of 480 survey responses (160 students responding to 3 surveys each summer) is estimated annually. Completion of each survey is estimated to take 15 minutes.

Hollings and EPP/MSI USP - Mentors: Federal employees and affiliate scientists who mentor Hollings and EPP/MSI USP scholars are surveyed at the end of the internship period. A total of 160 survey responses (estimating 1 mentor per student scholar) is estimated annually. Completion of each survey is estimated to take 30 minutes.

HPP Application: Based on the previous 3 years of applications, the Hollings Prep Program expects to receive an average of approximately 50 applications annually. Subject to the funds allocated through the Hollings program, approximately 15 students are selected annually for the HPP internship program. Completion of the HPP application is estimated to take 1 hour.

HPP Intern Exit Survey: HPP students are surveyed at the end of the internship period. A total of 10 responses is estimated annually for this survey. Completion of each survey is estimated to take 15 minutes.

HPP Alumni Survey: HPP program alumni are surveyed annually to assess recruitment and selection experience and the quality of support they've received while participating in the program. Completion of this survey is estimated to take 15 minutes and 15 responses are expected annually.

HPP Mentor Demographic Survey: HPP mentors are surveyed at the start of the internship period. A total of 10 responses is estimated annually for this survey. Completion of each survey is estimated to take 5 minutes.

HPP Mentor Exit Survey: HPP mentors are surveyed at the end of the internship period. A total of 10 responses is estimated annually for this survey. Completion of each survey is estimated to take 15 minutes.

Student Opportunities Optional Demographic Data Collection: Persons who work for (e.g., FTE, contractors) NOAA, or grantees, students, or applicants to NOAA grants or scholarship and internship funding may complete this survey.

Table 1: Respondent, Burden, Cost Chart. Student hourly rates were set in accordance with student intern pay within the NOAA Office of Education. Hourly rates for professors, scientists, resource management professionals and other federal employees were estimated using hourly wage tables from the Bureau of Labor and Statistics website.

Information Collection	Type of Respondent (e.g., Occupational Title)	# of Respondents (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hrs / Response (d)	Total Annual Burden Hrs (e) = (c) x (d)	Hourly Wage Rate (for Type of Respondent) (f)	Total Annual Wage Burden Costs (g) = (e) x (f)
Hollings and EPP/MSI USP Application	Student	750	1	750	12	9,000	\$ 15.00	\$ 135,000.00
Hollings and EPP/MSI References	Physical Science Teacher, Postsecondary	1,500	1	1,500	1	1,500	\$ 48.82	\$ 73,230.00
Alumni Update Form	Scientists, Resource Management Professionals, Faculty	56	1	56	0.1	5.6	\$ 52.93	\$ 296.41
Student Tracker Form	Administrative	4	2	8	28	224	\$ 18.28	\$ 4,094.72
EPP/MSI GFP Application	Student	8	2	16	12	192	\$ 15.00	\$ 2,880.00
EPP/MSI GFP References	Scientists, Professors	24	2	48	1	48	\$ 52.93	\$ 2,540.64
Student Training Record Form	Student	160	5	800	0.5	400	\$ 15.00	\$ 6,000.00
Hollings and EPP/MSI USP Scholar Surveys	Student	144	3	432	0.25	108	\$ 15.00	\$ 1,620.00
Hollings and EPP/MSI USP Applicant Surveys	Student	375	1	375	0.1	37.5	\$ 15.00	\$ 562.50
Hollings and EPP/MSI USP Mentor Surveys	Federal employees, scientists	144	2	288	0.5	144	\$ 52.93	\$ 7,621.92
HPP Intern Application	Students	60	1	60	1	60	\$ 15.00	\$ 900.00
HPP Intern Exit Survey	Students	9	1	9	0.25	2.25	\$ 15.00	\$ 33.75
HPP Alumni Survey	Recent graduates, professionals	14	1	14	0.25	3.50	\$ 15.00	\$ 52.50
HPP Mentor Demographics Survey	Scientists	9	1	9	0.1	0.9	\$ 52.93	\$ 47.64
HPP Mentor Exit Survey	Scientists	9	1	9	0.25	2.25	\$ 52.93	\$ 119.09
Student Opportunities Optional Demographic Data Collection	Students, Federal Employees, Grantees	750	1	750	0.25	187.5	\$ 45.00	\$ 8,437.50
Totals		4,016		5,124		11,915.5		\$ 243,536.67

13. Provide an estimate of the total annual recordkeeping/reporting cost burden to the respondents resulting from the collection (excluding the value of the burden hours in Question 12 above).

OEd furnishes paper applications to prospective scholars upon request in the event that they cannot access the web-based form. Two such requests have been received within the last five years. Based on this average, OEd expects to receive at most two mailed undergraduate and graduate scholarship program applications annually.

It is estimated that it will cost each applicant a maximum of \$25 for photocopying and mailing of the application packages (if FedEx is used), with a total possible cost of \$25 per mailed application package.

Information Collection	# of Respondents (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Cost Burden / Respondent (h)	Total Annual Cost Burden (i) = (c) x (h)
Hollings and EPP/MSI USP Application	750	1	750	\$25 if mailed	\$50 for 2 mailed applications
Hollings and EPP/MSI USP References	1,500	1	1,500	\$	\$ -
Alumni Update Form	56	1	56	\$	\$ -
Student Tracker Form	4	2	8	\$	\$ -
EPP/MSI GFP Application	8	2	16	\$	\$ -
EPP/MSI GFP References	24	2	48	\$	\$ -
Student Training Record Form	160	5	800	\$	\$ -
Hollings and EPP/MSI USP Surveys	144	3	432	\$	\$ -
Hollings and EPP/MSI USP Applicant Surveys	375	1	375	\$	\$ -
Hollings and EPP/MSI USP Mentor Surveys	144	2	288	\$	\$ -
HPP Applications	60	1	60	\$	\$ -
HPP Intern Exit Survey	9	1	9	\$	\$ -
HPP Alumni Survey	14	1	14	\$	\$ -
HPP Mentor Demographics Survey	9	1	9	\$	\$ -
HPP Mentor Exit Survey	9	1	9	\$	\$ -
Student Opportunities Optional Demographic Data Collection	750	1	750	\$5 if mailed	\$25 for 5 mailed surveys
TOTALS			5,124		\$75

14. Provide estimates of annualized cost to the Federal Government.

Cost Descriptions	Grade/Step	Loaded Salary /Cost	% of Effort	Fringe (if Applicable)	Total Cost to Government
Federal Oversight					
Other Federal Positions	ZA-IV (GS-13)	\$ 168,868.00	30.04%		\$ 50,727.95
Contractor Cost					
Travel					
Other Costs: Printing					\$ 1,000.00
TOTAL		\$ 168,868.00			\$ 50,727.95

15. Explain the reasons for any program changes or adjustments.

The Hollings and EPP/MSI USP programs will survey scholarship recipients before and after their student orientation program and after the summer internship period to assess the student experience and to gain insight on areas that require improvement. The programs also solicit feedback from internship mentors, federal employees, to assess student performance during internships.

The EPP/MSI program established the Graduate Fellowship Program in 2021 to provide year-long experiential opportunities for students being supported by CSCs. The application to this program is essential in determining the suitability for candidates to participate in the program.

The Hollings Prep Program was established to prepare students from historically excluded and underrepresented communities to be competitive candidates for the Ernest F. Hollings Scholarship Program. The collection of information to examine student experiences and mentor/scientist feedback on student performance is critical to the success of the program.

Adjustments: New estimates are based on actual responses received during the last 3 annual application cycles.

Information Collection	Respondents		Responses		Burden Hours		Reason for change or adjustment
	Current Renewal / Revision	Previous Renewal / Revision	Current Renewal / Revision	Previous Renewal / Revision	Current Renewal / Revision	Previous Renewal / Revision	
Hollings and EPP/MSI USP Application	750	750	750	750	9,000	9,000	
Hollings and EPP/MSI References	1,500	1,500	1,500	1,500	1,500	1,500	
Alumni Update Form	56	50	56	50	5	5	ADJUSTMENT: The number of respondents/responses was updated to reflect a 2% response rate to more accurately represent the number of responses received in the past two years.
Student Tracker Form	4	4	8	8	224	224	
EPP/MSI GFP Application	8	0	16	0	192	0	The addition of the GFP program to the EPP/MSI program
EPP/MSI GFP References	24	0	48	0	48	0	The addition of the GFP program to the EPP/MSI program
Student Training Form	160	160	800	800	400	400	
Hollings and EPP/MSI USP Surveys	144	0	432	0	108	0	The addition of surveys to assess student's experiences during the orientation and internship periods.
Hollings and EPP/MSI USP Applicant Surveys	375	0	375	0	37.5	0	The addition of surveys to assess student's experience in applying to NOAA scholarship programs.
Hollings and EPP/MSI USP Mentor Surveys	144	0	288	0	144	0	The addition of surveys to student mentors to gain feedback on student performance.
HPP Applications	60	0	60	0	60	0	The addition of the HPP program to the Office of Education profile.
HPP Intern Exit Survey	9	0	9	0	2.25	0	The addition of the HPP program to the Office of Education profile.

HPP Alumni Survey	14	0	14	0	3.50	0	The addition of the HPP program to the Office of Education profile.
HPP Mentor Demographics Survey	9	0	9	0	0.9	0	The addition of the HPP program to the Office of Education profile.
HPP Mentor Exit Survey	9	0	9	0	2.25	0	The addition of the HPP program to the Office of Education profile.
Student Opportunities Optional Demographic Data Collection	750	0	750	0	187.5	0	The addition of the Student Opportunities Optional Demographic Data Collection to the OED profile
Total for Collection	4,016	2,464	5,124	3,108	11,915.55	11,129	
Differences	1,552 (Adjustment = +6 Change = + 1,546)		2016 (Adjustment = +6 Change = +2010)		786.55		

Information Collection	Labor Costs		Miscellaneous Costs		Reason for change or adjustment
	Current	Previous	Current	Previous	
Hollings and EPP/MSI USP Application	\$ 135,000.00	\$ 72,000.00	\$ 50.00	\$ 50.00	The estimated hourly rate for student pay was increased from \$8 to \$15.
Hollings and EPP/MSI References	\$ 73,230.00	\$ 73,230.00	\$ -	\$ -	No changes to labor or miscellaneous costs
Alumni Update Form	\$ 296.41	\$ 264.65	\$ -	\$ -	Increase due to increased number of respondents.
Student Tracker Form	\$ 4,094.72	\$ 4,094.72	\$ -	\$ -	
EPP/MSI GFP Application	\$ 2,880.00	\$ -	\$ -	\$ -	Changes reflect addition of EPP/MSI GFP program to the information collection.
EPP/MSI GFP References	\$ 2,540.64	\$ -	\$ -	\$ -	Changes reflect addition of EPP/MSI GFP program to the information collection.
Student Training Record Form	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	
Hollings and EPP/MSI USP Surveys	\$ 1,620.00	\$ -	\$ -	\$ -	Changes reflect addition of student surveys to the information collection.
Hollings and EPP/MSI USP Applicant Surveys	\$ 562.50	\$ -	\$ -	\$ -	
Hollings and EPP/MSI USP Surveys - Mentors	\$ 7,621.92	\$ -	\$ -	\$ -	Changes reflect addition of mentor surveys to the information collection.
HPP Application	\$ 900.00	\$ -	\$ -	\$ -	Changes reflect addition of the HPP program to the OEd portfolio and the inclusion of the program application to the information collection.
HPP Intern Exit Survey	\$ 33.75	\$ -	\$ -	\$ -	Changes reflect addition of the HPP program to the OEd portfolio and the inclusion of student and mentor surveys to the information collection.
HPP Alumni Survey	\$ 52.50	\$ -	\$ -	\$ -	Changes reflect addition of the HPP program to the OEd portfolio and the inclusion of student and mentor surveys to the information collection.
HPP Mentor Demographics Survey	\$ 47.64	\$ -	\$ -	\$ -	Changes reflect addition of the HPP program to the OEd portfolio and the inclusion of student and mentor surveys to the information collection.

HPP Mentor Exit Survey	\$ 119.09	\$ -	\$ -	\$ -	Changes reflect addition of the HPP program to the OEd portfolio and the inclusion of student and mentor surveys to the information collection.
Student Opportunities Optional Demographic Data Collection	\$ 8,437.50	\$ -	\$ 25.00	\$ -	Changes reflect the addition of this survey to the information collection.
Total for Collection	\$ 243,536.67	\$ 155,589.37	\$ 75.00	\$ 50.00	
Differences	\$ 87,947.30		\$ 25.00		

16. For collections whose results will be published, outline the plans for tabulation and publication.

The EPP/MSI and Hollings Undergraduate Scholarship Program student data (student name, research project and photographs) are posted on NOAA's Office of Education website, included in EPP/MSI newsletter articles, and submitted for press releases. The number of NOAA OEd supported students (by NOAA-scientific or technological discipline and program component) is included in Government program reports, used for program evaluation and analysis, and used for outreach and promotional purposes.

OEd may also wish to submit for publication in peer-reviewed or gray literature, articles that report the impact of NOAA education programs on national statistics on STEM education. In this event, data would be reported in anonymous and aggregate form according to occupation fields commonly used by other Federal agencies such as the National Science Foundation, Department of Education, and Census Bureau. For example, OEd may report total numbers of students graduated by NOAA mission field and, where applicable, by ethnicity in order to demonstrate impact on diversity in these fields.

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

The expiration date for this information collection will be displayed on all collection instruments.

18. Explain each exception the certification statement.

The agency certifies compliance with [5 CFR 1320.9](#) and the related provisions of [5 CFR 1320.8\(b\)\(3\)](#).