PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities 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.

Form	No.	Entity types; Universe of respondents	Sampling Method	Total Number of Entities in Universe	Estimated Response Rate
Stakeholder Opt-In	1	Broad international agriculture and food community of practice (university faculty, staff and students; USG staff; NGOs, researchers)	Self-Selection (link to opt-in posted publicly)	Undefined	95%
Event Registration	2	Broad international agriculture and food community of practice (university faculty, staff and students; USG staff; NGOs, researchers)	Self-Selection (link to register posted publicly)	Undefined	100%
Event Participant Feedback	3	Attendees at BIFAD Events (university faculty, staff and students; USG staff; NGOs, researchers)	Census (all event participants invited)	1000	50%
New Member Orientation	4	BIFAD Members appointed in last 12 months	Census (all new members)	1-7	100%
Speaker Information	5	Invited Speakers at BIFAD Events	Census (all speakers)	25	85%
Intent to Use	6	Attendees at BIFAD Events (university faculty, staff and students; USG staff; NGOs, researchers)	Census (all event participants invited)	1000	50%

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

Statistical methodology for stratification and sample selection: Information collection is limited to self-selection for all forms asking individuals to register for events or opt-in to future communication and to census collection for all event or product feedback forms.

Estimation procedure: No estimation procedure implemented.

Degree of accuracy needed for the purpose described in the justification: The team aims for a 90% or higher accuracy/confidence level.

Unusual problems requiring specialized sampling procedures: None anticipated.

Any use of periodic (less frequent than annual) data collection cycles to reduce burden: Not applicable.

3. Describe methods to maximize response rates and to deal with issues of nonresponse. 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.

To maximize response rates and make participation more attractive, the following actions are taken: 1) questions are simplified and as brief as possible to minimize response burden and to accommodate respondents from various educational and language backgrounds, 2) the Tetra Tech team will follow up with non-respondents within two week of event date via email, 3) explanation of how the survey information will be used is shared openly with potential respondents. Additionally, the team already has a good working relationship with BIFAD members and speakers and will foster information sharing with BIFAD members so that the group sees value in reporting and notices program changes as a result of their feedback.

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 test may be submitted for approval separately or in combination with the main collection of information.

Formal testing is not planned for these instruments. Results from data collection under the previous OMB approval for these instruments were used to inform subsequent refinement, leading to only minor changes in response options and question order.

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

Statistical aspects of the design of the data collection instruments were reviewed by the Contractor's (Tetra Tech) Monitoring and Evaluation Director, Christopher Huey. Continued support for data cleaning, analysis, and reporting is provided by the BIFAD Support Contract Monitory and Evaluation Specialist, Tope Nwoseh. Please contact BIFAD Support Contract Senior Counselor, Carmen Benson with any questions: carmen.benson@tetratech.com.