

# Request for Approval under the “Generic Clearance for Reviewer Recruitment”

(OMB Control Number: 0970-0477)

**TITLE OF INFORMATION COLLECTION:** Children’s Bureau Grant Reviewer Recruitment Module

**PURPOSE:** The Administration for Children and Families’ Children’s Bureau (CB) is responsible for administering the review of eligible grant applications submitted in response to funding opportunity announcements (FOAs) issued by CB. CB ensures that the objective review process is independent, efficient, effective, economical, and complies with the applicable statutes, regulations, and policies. Applications are reviewed by subject matter experts knowledgeable in child welfare and related fields. Review findings are advisory to CB; CB is responsible for making award decisions.

In order to develop a deep pool of reviewer candidates from which to recruit grant reviewers, CB built a grant review database called the Reviewer Recruitment Module (RRM). CB uses a web-based data collection form and database to gather critical reviewer information in drop down menu format for data such as: degree, occupation, affiliations with organizations and institutions that serve special populations, and demographic information that is voluntarily provided by a potential reviewer. The RRM was previously approved under OMB No. 0970-0455 which expires 04/30/2021. CB is taking this opportunity to move the RRM under the generic clearance for reviewer recruitment, which was each developed because each program office within ACF has a slightly different need for information about grant reviewer applicants. The goal of this individual generic collection fits within the purpose of the overarching generic and the planned uses are in line with the uses described in the overarching generic:

- **Purpose:** Select qualified reviewers for ACF review processes based on professional qualifications using data entered and documents provided by candidates.
- **Use:** Information will be used to recruit well-qualified reviewers with relevant background experience and knowledge.

**DESCRIPTION OF RESPONDENTS:** Subject matter experts knowledgeable in child welfare and related fields; usually these are current or retired professionals.

## **CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Jan Rothstein, Child Welfare Program Specialist, CB/ACYF/ACF

To assist review, please provide answers to the following question:

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Child Welfare Subject Matter Experts	500	0.083	41.5
<b>Totals</b>	<b>500</b>	<b>0.083</b>	<b>42</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$10,000 annually. The RRM is maintained by federal contractor the Center for Excellence. This cost covers overall system functionality and includes the following:

- External user account creation and management;
- Agency account management; and
- Agency search and review support.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain