

# NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Date 12/06/2022

Department of Justice  
Office of Justice Programs

FOR CERTIFYING OFFICIAL: Melinda Rogers

FOR CLEARANCE OFFICER: Robert Houser

In accordance with the Paperwork Reduction Act, OMB has taken action on your request received  
12/06/2022

ACTION REQUESTED: RCF New

RCF ID: 202212-1121-001CF

RCF TITLE: Standard Application Process Portal

LIST OF INFORMATION COLLECTIONS: See next page

OMB ACTION: Approved without change

DESCRIPTION OF AGENCY USAGE: The Foundations for Evidence-Based Policymaking Act (44 U.S.C. 3583) mandates that the Director of the Office of Management and Budget (OMB) establish a standard application process (SAP) for requesting access to certain confidential data assets. While the adoption of the SAP is required for statistical agencies and units designated under CIPSEA, it is recognized that other agencies and organizational units within the Executive branch may benefit from the adoption of the SAP to accept applications for access to confidential data assets. The SAP is to be a process through which agencies, the Congressional Budget Office, State, local, and Tribal governments, researchers, and other individuals, as appropriate, may apply to access confidential data assets held by a federal statistical agency or unit for the purposes of developing evidence. With the Interagency Council on Statistical Policy (ICSP) as advisors, the Bureau of Justice Statistics is working with the SAP Project Management Office (PMO) and with OMB to implement the SAP. The SAP Portal is to be a single web-based common application to request access to confidential data assets from federal statistical agencies and units.

To complete an application in the SAP Portal, applicants enter their personal, contact, and institutional information, as well as the personal, contact, and institutional information of all individuals on their research team, including name, address, email address, telephone, professional affiliation, and citizenship. Applicants also provide summary information about their proposed project, to include project title, duration, funding, timeline, and other details including the data asset(s) they are requesting and any proposed linkages to data not listed in the SAP data catalog, including non-federal data sources. Applicants then enter detailed information regarding their proposed project, including a project abstract, research question(s), literature review, project scope, research methodology, project products, and anticipated output. Applicants must demonstrate a need for confidential data, outlining why their research question cannot be answered using publicly available information.

Many applicants will be academic research faculty or students at U.S. universities or other types of research institutions. Other applicants are likely to include analysts at nonprofit organizations. Approved applicants using confidential data can provide insights on how statistical agencies and units may improve the quality of the data collected or acquired; identify shortcomings of current data collection programs, and data processing methods; document new data needs; and develop methods to address survey nonresponse or improve statistical weights.

Number of respondents – 55

Hours per respondent – 3

HOST OMB CONTROL NUMBER: 3145-0271

HOST ICR REFERENCE NUMBER: 202211-3145-002

EXPIRATION DATE OF HOST OMB: 12/31/2025

HOST OMB CONTROL NUMBER TITLE: Standard Application Process Portal

The agency is required to display the OMB Control Number and inform respondents of its legal significance in accordance with 5 CFR 1320.5(b).

BURDEN:	RESPONSES	HOURS	COSTS
Previous	0	0	0
New	55	55	1,931
Difference			
Change due to New Statute	0	0	0
Change due to Agency Discretion	55	55	1,931
Change due to Agency Adjustment	0	0	0
Change due to PRA Violation	0	0	0

TERMS OF CLEARANCE:

OMB Authorizing Official: Dominic J. Mancini  
Deputy Administrator,  
Office Of Information And Regulatory Affairs

List of ICs

IC Title	Form No.	Form Name	CFR Citation
Standard Application Process Portal	SAP, SAP	Standard Application Process Portal - Research Team Questions, SAP Project Proposal Questions	