

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 3135-0130)**

TITLE OF INFORMATION COLLECTION:

The National Endowment for the Arts (NEA) Research Awards Follow-Up Survey

PURPOSE:

This request will enable the National Endowment for the Arts (NEA) to distribute an online survey that will be used to support reporting on Research Grants in the Arts (formerly Art Works: Research grant program). Research Grants in the Arts funds research studies that investigate the value and/or impact of the arts, either as individual components of the U.S. arts ecology or as they interact with each other and/or with other domains of American life. The survey will collect two types of information about funded projects: the project activities that occurred during and after a Research Grants in the Arts award was completed as well as the principal investigator’s experience managing a grant award.

Currently, the NEA does not collect any information from Research Grants in the Arts awardees related to research activities that occurred during or after the award’s period of performance award or a principal investigator’s experiences managing the grant award. Knowledge gained through this information collection will make it possible to understand what, if any, positive impacts the NEA’s Research Grants in the Arts have on the careers of principal investigators as well as how to improve their experience managing an award. The NEA will use findings to inform learning and continuous programmatic improvement of Research Grants in the Arts.

DESCRIPTION OF RESPONDENTS:

The universe of respondents includes Principal Investigators awarded Research Grants in the Arts from 2012 to 2016. Principal Investigators are the primary individual responsible for the preparation, conduct, and administration of a Research Grants in the Arts award. The NEA will use information provided in grant award records to generate an initial list of Principle Investigators (PI). Some PIs may no longer be at the institutions they received their grants at, and efforts will be made to find their current contact information such that the contact list will be as up to date as possible.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

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: Melissa Menzer

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time (hours)	Burden (hours)
Principal Investigators of Research Grants in the Arts from [2012-2016]	89	0.33	29.67
Totals	89	0.33	29.67

FEDERAL COST: The estimated annual cost to the Federal government is \$0.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The universe of respondents includes Principal Investigators awarded Research Grants in the Arts from 2012 to 2016. The Arts Endowment will use information provided in grant award records to generate a list of Principle Investigators.

The NEA will administer the survey instrument, using SurveyMonkey in calendar year 2024. An email invitation and a follow-up reminder email will be sent to Principal Investigators awarded Research Grants. The survey will be open to respondents to complete for approximately two

weeks. Based on previous survey performance from other similar NEA applicant/grantee customer satisfaction surveys, the NEA expects a 25-35% completion rate. In order to increase response rate, the NEA may choose to increase the period of data collection and/or send additional email reminder to respondents.

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
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.