

SUPPORTING STATEMENT
United States Patent and Trademark Office
USPTO Summer Teacher Institute
OMB CONTROL NUMBER 0651-0077
2021

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) 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.**

Data from the USPTO National Summer Teacher Institute on Innovation, STEM, and Intellectual Property (NSTI) or equivalent Program Surveys are used to evaluate the effectiveness of the NSTI program in preparing and encouraging teachers to incorporate additional STEM, innovation, and intellectual property (IP) materials into their classrooms. The Teacher Institute expects to survey all participants (up to 900 individuals) in the Summer Teacher Institute. The office will also host various webinars following up on STEM, innovation, entrepreneurship, invention education, IP tools, instructional strategies, and resources for educators. An additional survey will be extended to participants in the webinar. Between the two surveys, the program expects a total of 4,900 individuals. Individuals will be allowed to participate in any surveys related to the programs they attend; individuals may attend multiple programs. Therefore, the total number of surveys could be up to 10,700 from the various participants but would be from an estimated 4,900 unique individuals.

Sampling Method

In essence, the sample for this survey is the same as the respondent pool. The respondent pool of approximately 4,900 users is small enough that all respondents will be included within the possible sample pool. Assuming a 60% response rate, 2,940 of the users will respond which should ensure adequate representation across all user groups. The respondents may be analyzed to determine if feedback indicates an oversampling or undersampling of various program participants. If so, future surveys may be conducted using various sampling techniques or filters as the general nature characteristics of participants in the program are better understood.

- 2. Describe the procedures for the collection of information including:**
 - Statistical methodology for stratification and sample selection,**

- **Estimation procedure,**
- **Degree of accuracy needed for the purpose described in the justification,**
- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

Email addresses are collected from applicants when they initiate contact with the USPTO National Summer Teacher Institute. Surveys are voluntary, completing or declining to complete them has no affect on an individual's inclusion in the Institute or any webinars. The survey period will be open for a period of five (5) weeks. Individuals not responding within the initial three (3) weeks will be sent a second email message and link seeking their participation. There will not be any additional follow-up conducted for this survey

- 3. Describe methods to maximize response rates and to deal with issues of non-response. 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.**

The survey results will only be used internally by the USPTO to determine effectiveness of the Summer Teacher Institute Program and whether any modifications are necessary to increase the effectiveness. The results are influential in terms of the Insititute itself, but the survey is not designed or intended to measure the core USPTO functions or influence any other agency initiatives. There are no unusual factors requiring specialized sampling procedures, thus survey responses are not weighted or imputed to estimate for the entire universe or account for non-response. Analysis will be based primarily on response frequencies and simple cross-tabulations.

The USPTO does not utilize extensive follow-up enumeration via outside contractors to boost response rates. However, efforts are made within the current survey design to maximize response rates to enhance the reliability of survey results. These include:

- Use of properly defined respondent pool/sample. A survey link will only be sent to individuals who indicated, in their registration for the Institute or webinar, a willingness to be surveyed regarding their experience.
- A 5-week survey period will allow for correction of invalid email addresses and survey links being re-sent.
- Assuring all participants that the responses will be kept confidential and only aggregated data will be used.
- Follow-up reminders sent to customers who have not responded in the first 3 weeks.

- Use of survey instrument (i.e. survey monkey) that is both brief and simple. Questions are geared towards measuring satisfaction and do not require any additional research by respondents. The emailed survey link sends the respondent directly to the instrument, and does not require sign-ups, IDs, logins, etc.

4. Describe any tests of procedures or methods to be undertaken.

The USPTO has conducted similar pool surveys for years. The USPTO Summer Teacher Institute is conducting the surveys on a regular basis and will make changes based on the feedback it receives from the participants and stakeholders. Because the pool of respondents is both small and the survey is provided only after previous contact with an USPTO program, thus limiting the possible confusion or mis-interpretation of the survey instrument. Given these factors, special testing is not considered necessary.

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

The Office of Education and Outreach located in the Office of the Chief Communications Officer (OCCO) at USPTO is responsible for conducting and summarizing the USPTO Summer Teacher Institute Survey. Christopher Dolce is the point of contact for this survey and can be reached by phone at (571) 272-9991 or by e-mail at christopher.dolce@uspto.gov.