

**DOCUMENTATION FOR THE GENERIC CLEARANCE
FOR THE COLLECTION OF QUALITATIVE RESEARCH &
ASSESSMENT**

TITLE OF INFORMATION COLLECTION:

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER (EXPLAIN:)

DESCRIPTION OF THIS SPECIFIC COLLECTION

1. **Intended purpose**
2. **Need for the collection**
3. **Planned use of the data**
4. **Date(s) and location(s)**
5. **Collection procedures**
6. **Number of collections (e.g., focus groups, surveys, sessions)**
7. **Description of respondents/participants**
8. **Description of how results will be used**
9. **Description of how results will or will not be disseminated and why or why not**

AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE – NONE

BURDEN HOUR COMPUTATION (*Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours*):

Category of Respondent	No. of Respondents	Participation Time	Burden

BURDEN COST COMPUTATION

Category of Respondent	No. of Respondents	Hourly Rate	Response Time	Total

OTHER SUPPORTING INFORMATION

REQUESTED APPROVAL DATE:

NAME OF CONTACT PERSON:

TELEPHONE NUMBER:

DEPARTMENT/OFFICE/BUREAU: