Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Feedback from Child Care and Early Education Policy Research Consortium (CCEEPRC) Members on the CCEEPRC Research Collaboratives

PURPOSE: We are seeking feedback on programming of the Child Care and Early Education Policy Research Consortium (CCEEPRC) Research Collaboratives.

The CCEEPRC consists of current and former grant recipients and contractors funded by Administration for Children and Families (ACF) to conduct and/or communicate research on topics related to child care and early education (CCEE) policy. OPRE promotes collaboration among Consortium members through regular communications, an online communication forum, an in-person meeting, and ongoing topically focused workgroups ("Research Collaboratives").

The CCEEPRC Research Collaboratives bring together Consortium members for topically focused conversations to help foster connections among members between in-person meetings. We want to hear from participants about their experience of the Research Collaboratives, their reactions to the focal topics, and their ideas for future topics.

The questionnaire will provide a quick and convenient opportunity for CCEEPRC Research Collaborative participants to contribute their feedback and reactions in order to shape future activities for Consortium members.

DESCRIPTION OF RESPONDENTS: Members of the Child Care and Early Education Policy Research Consortium (CCEEPRC) who participated in the CCEEPRC Research Collaboratives.

Tailored invitations will be sent via email to participants in the CCEEPRC Research Collaboratives to complete the CCEEPRC Research Collaborative questionnaire. Approximately 100 CCEEPRC members participated in one of the Research Collaboratives. We estimate 60 will respond to the questions about the CCEEPRC Research Collaboratives.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   **[X] Customer Satisfaction Survey**
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: <u>Tracy Carter Clopet, Senior Social Science Research Analyst, Office of Planning, Research, and Evaluation, ACF</u>

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes **[X] 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 **[X] No**

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Research Collaboratives Feedback (questionnaire 2)	Individuals	60	1	5 minutes	5 hours
Totals					**5 hours**

FEDERAL COST: The estimated annual cost to the Federal government is <u>500.00</u>

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?
                                                        [X] 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?

We will email all CCEEPRC members who participated in Research Collaboratives through direct email and posting on Basecamp. We have 101 individuals listed as members of a Research Collaborative and anticipate a 40-60% response rate.

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

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

2. Will interviewers or facilitators be used? [ ] Yes **[X] No**