

**Request for Approval under the “Generic Clearance Collection for Meetings,
Events, Registrations, and Miscellaneous Forms”
(OMB Control Number: 0690-0038)**

TITLE OF INFORMATION COLLECTION: Manufacturing USA New Institute Teaming List

PURPOSE:

The NIST Office of Advanced Manufacturing has a pending funding opportunity to create a new Manufacturing USA Institute. Joining 17 existing institutes around the country, this new Institute will consist of a network of manufacturing companies, small businesses, nonprofit organizations, and academic institutions supporting new technology development and workforce initiatives for advanced manufacturing.

Unlike many other funding opportunities, this one requires each application to be a consortium of a broad range of participants. This teaming list for which we are requesting approval will allow prospective institute team members to expand their existing networks to create robust and strong applications.

Our office will establish a Google form (content attached) on which entities can voluntarily submit their organizational information. There is a disclaimer present to explain the process to the respondents. Our office will not manipulate or analyze the data in any way except to ensure there are no inappropriate responses. The Google form responses will automatically populate a spreadsheet that will then be downloaded, reviewed for inappropriate content, and then posted in its entirety. Once all the formal funding opportunity applications are due, we will take down the list (estimated to be by August 2024). This format is similar to the list on chips.gov.

(Leading website language and Google form attached at the end of the form.)

DESCRIPTION OF RESPONDENTS:

Companies, associations, non-profits, and academic institutions that are involved in the advanced manufacturing sector will make up the respondents. Respondents will also only be those organizations that are potentially interested in being on an application team to respond to the funding opportunity.

Respondents will be provided with a disclaimer that lets them know their participation and all information provided is voluntary. The form will be included on the same website with the funding opportunity details. Our office will not directly solicit respondents; communications with the advanced manufacturing community will be focused on driving them to the full funding opportunity website.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input 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 checked="" type="checkbox"/> Other: <u>Teaming List</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a 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: _____Elizabeth Reinhart_____

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 Information is not retrieved by a personal identifier.
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	Burden Hours
Private Sector – Businesses and Colleges/Universities	500	5 minutes	42
State governments – Public Colleges and Universities	100	5 minutes	9
Totals	600	5 minutes	51

FEDERAL COST: The estimated annual cost to the Federal government is 10 hours of staff time. \$1200

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

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 the respondents.

Answer:

Targeted respondents will be organizations on our Manufacturing USA email lists. These lists include many more organizations than may be interested. We will not be sampling from our list – all announcements regarding the funding opportunity will go to the full list. Those organizations interested in the funding opportunity will self-select to voluntarily participate in the teaming list.

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

Required Additional Information

1. Line of Business: General Science and Innovation.
2. Subfunction: Scientific and Technological Research and Innovation.
3. Privacy Act System of Records: Not applicable.
4. Federal Registration citation information: Not applicable.
5. Number of respondents for small entities: zero.
6. Percentage of respondents reporting electronically: 100%

Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document. Every instrument must have the following displayed –

**OMB Control No. 0690-0038
Expiration Date: 07/31/2026**