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NIST Generic Clearance for Program Evaluation Data Collections

NIST WiSTEM Survey 2023

FOUR STANDARD SURVEY QUESTIONS

1. Explain who will be surveyed and why the group is appropriate to survey.

We intent to survey the National Institute of Standards and Technology (NIST) employees (federal and non-federal employees) who are on WiSTEM emailing list. WiSTEM is a voluntary organization of both federal employees and associates at NIST. It is a community of NIST scientists, technologists, engineers, mathematicians, and administrative professionals working together to foster the professional and personal development of women at NIST at all career and educational levels. The feedback will be used to organize events for WiSTEM community.

2. Explain how the survey was developed including consultation with interested parties, pre-testing, and responses to suggestions for improvement.

The survey was developed and refined by the Women in STEM Board members (20 NIST employees) using Google Forms tool. The form was tested and finalized for deployment.

3. Explain how the survey will be conducted, how customers will be sampled if fewer than all customers will be surveyed, expected response rate, and actions your agency plans to take to improve the response rate.

The survey will be conducted by emailing NIST WiSTEM members link to a Google Form. The link will be active for four weeks. After two weeks a follow up reminder will be sent to improve the response rate. Supplementary documents (the invitation email and the reminder email) have been provided. Based on the number of the people on the WiSTEM emailing list, 300 people (26 associates and 274 federal employees) will receive the survey. We expect that around 100 people may respond.

26 non-Federal respondents * 5 minutes per response / 60 minutes = 2.2 burden hours

4. Describe how the results of the survey will be analyzed and used to generalize the results to the entire customer population.

The results will be analyzed by the WiSTEM Board. We do not intend to generalize to the entire NIST population, but rather understand the current member interests. The answers will guide our program planning for the fiscal year, but will not be the only source for our future decisions. We will strive to be inclusive and to schedule variety of events during different dates and times to be able to accommodate as many people as possible.