

SUPPORTING STATEMENT

U.S. Department of Commerce International Trade Administration

SABIT Program Applications and Questionnaires

OMB Control No. 0625-0225

SUPPORTING STATEMENT PART B

Agencies are instructed to complete Supporting Statement Part B if they are using statistical methods, such as sampling, imputation, or other statistical estimation techniques; most research collections or program evaluations should also complete Part B. If an agency is planning to conduct a sample survey as part of its information collection, Part B of the ICR supporting statement must be completed, and an agency should also complete relevant portions of Part B when conducting a census survey (collections that are sent to the entire universe or population under study). For example, an agency doing a census of a small, well-defined population may not need to describe sampling procedures requested in Part B, but it should address what pretesting has taken place, what its data collection procedures are, how it will maximize response rates, and how it will deal with missing unit and item data.

Agencies conducting qualitative research studies or program evaluations, including case studies or focus groups, should also complete the relevant sections of Part B to provide a more complete description of the use of the information and the methods for collecting the information.

B. Collections of Information Employing Statistical Methods

The SABIT Program will use the Long-Term Survey and the Alumni Success Form to gather successes from the delegates who have returned from the program. Approximately 1,100 will be contacted each year and the information will be analyzed. These respondents' data may be used to extrapolate activity of the entire SABIT cohort they represent (such as SABIT participants from a particular country or industry sector).

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method 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.

The universe is approximately 7,000 potential participants. We will not contact more than 1500 of those each year. The population surveyed will be determined by program year, industry, and/or country of alumnus. SABIT will email and call individuals.

2. Describe the procedures for the collection of information including:

- **Statistical methodology for stratification and sample selection,**

Sample selection for the Pre-Program Survey will be program selectees, Post-Program Survey, Long-Term Survey, and Alumni Success Form will be the former participants of the program only.

- **Estimation procedure,**

Alumni are contacted by email or phone.

- **Degree of accuracy needed for the purpose described in the justification,**

In order to evaluate the program, more than 50% of alumni from a particular program should respond.

- **Unusual problems requiring specialized sampling procedures, and**

No unusual problems are anticipated.

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

Response is not mandatory. However, if requested, the Program will contact them later if told they cannot complete the form or complete the interview.

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.

None of the forms are mandatory. Responses are individual. If there are not enough alumni responses to extrapolate data, the individual data is simply reported.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

No tests are to be undertaken.

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), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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