

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 2700-0153)

TITLE OF INFORMATION COLLECTION: Heliophysics Big Year Post-event Survey

PURPOSE: On the evening of September 13, 2023, the Maryland Space Business Roundtable (MSBR) and NASA hosted an evening reception and program at the Music Center at Strathmore located in Bethesda, Maryland. The program, titled “Heliophysics Big Year” celebrated several unique and dramatic opportunities to celebrate the Sun, our very own star with this year’s theme being Heliophysics. This survey will enable us to collect necessary feedback from attendees, includes NASA and external participants, to enhance future events of this nature.

DESCRIPTION OF RESPONDENTS: NASA employees (civil servants, contractors, interns), industry, congressional and state representatives, and federal agencies that participated in the event.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" 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 type="checkbox"/> 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 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: JaDonna Berger

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
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
Private Sector (NASA Contractors)	100	10 minutes (1/6 hour)	16.67 hours
Federal Government (NASA Civil Servants)	80	10 minutes (1/6 hour)	13.33 hours
Private Sector (Industry)	300	10 minutes (1/6 hour)	50 hours
Congressional and State officials	10	10 minutes (1/6 hours)	1.67 hours
Federal Agencies	10	10 minutes (1/6 hours)	1.67 hours
Totals	500		83.34 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$2,499 at \$30/user/hour for 500

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 them?

Respondents will consist of approximately 500 event attendees. We will email individuals who attended the event in hopes of receiving a 20% response rate or greater.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 Web-based
 Telephone
 In-person
 Mail
 Other, Explain (Event attendees will receive an email with a link to the web-based survey <https://forms.gle/UeAm5zsoxv5VCCVz7>)
2. Will interviewers or facilitators be used? Yes No