**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)

 [ ] 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 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  [ 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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? [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?

Respondents will consistent 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)

[ x] Web-based

[  ] Telephone

[  ] In-person

[  ] Mail

[x] Other, Explain (Event attendees will receive an email with a link to the web-based survey https://forms.gle/UeAm5zsoxv5VCCVz7

1. Will interviewers or facilitators be used?  [  ] Yes [ x ] No