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| --- | --- |
| 1. **Title of information collection** | OCFO Enterprise Post Webinar Survey - Post survey to solicit feedback from attendees at the OCFOs DEIA outreach webinar on 9/6  |
| 2. **Purpose** | To gather valuable feedback from OCFO attendees to enhance future OCFO DEIA webinars. |
| 3. **Description of respondents** | students from colleges and universities that attended the webinar |

4. **Type of collection** (check one)

|  |  |
| --- | --- |
| [ ]  Customer comment card/complaint form  | [x]  Customer satisfaction survey |
| [ ]  Usability testing (e.g., website, software) | [ ]  Small discussion group |
| [ ]  Focus group | [ ]  Other:       |

5. **Personally identifiable information**

|  |  |  |
| --- | --- | --- |
| Will PII be collected? | **[ ]  Yes** | **[x]  No** |
| **If yes:** will any information that is collected be included in records that are subject to the Privacy Act of 1974? | **[ ]  Yes** | **[ ]  No** |
| **If yes:** has an up-to-date System of Records Notice (SORN) been published? | **[ ]  Yes** | **[ ]  No** |

6. **Gifts or payments**

|  |  |  |
| --- | --- | --- |
| Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation) | **[ ]  Yes** | **[x]  No** |

7. **Burden time per response**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of respondent** | **Number of respondents** | **Participation time (list in minutes)** | **Burden time** |
| Individuals | 150 | 5 minutes | 5 |
| Total | **150** | 5 | **5** |

8. **Federal cost** (Typically $30 x total burden hours = federal cost. This cost includes: printing, shipping, IT, contracting, and does not include salaries)

|  |
| --- |
| $0  |

9. **The selection of your targeted respondents**

|  |  |  |
| --- | --- | --- |
| Do you have a customer list or similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? | **[x]  Yes** | **[ ]  No** |
| **If yes**, please provide a description of both below (attach a sampling plan if available). The listing of respondents will be the student attendance listing from the webinar. All students will be in the universe of respondents.  |
| **If no**, please provide a description of how you plan to identify your potential group of respondents and how you will select them.       |

10. **Administration of the instrument** (check all that apply)

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| --- | --- | --- | --- |
| [x]  Web-based | [ ]  Telephone | [ ]  In person | [ ]  Mail |
| [ ]  Other, please explain:       |
| Will interviewers or facilitators be used? | **[ ]  Yes** | **[x]  No** |
| Please provide the URL: https://www.surveymonkey.com/r/GC3HCQT |

11. **Certification.** Please certify the following to be true

|  |
| --- |
| [x]  The collection is voluntary. [x]  The collection is low-burden for respondents and low-cost for the Federal Government.[x]  The collection is non-controversial and does not raise issues of concern to other federal agencies.[x]  The results are not intended to be disseminated to the public.[x]  Information gathered will not be used for the purpose of substantially informing influential policy decisions.[x]  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: LeeAnn Murphy |
| Center, division, or program: OCFO |