

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

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**TITLE OF INFORMATION COLLECTION:** Better Together 2023 End of Meeting Participant Reflections Form

**PURPOSE:** To collect customer satisfaction reflections and rating feedback from the Better Together 2023 Meeting participants. Feedback will be used for continuous improvement purposes and planning efforts for future strategic meetings.

**DESCRIPTION OF RESPONDENTS:** The targeted group of respondents includes in-person participants who attended the Better Together 2023 Meeting hosted by the NASA Office of STEM Engagement (OSTEM). These individuals represent OSTEM grantees, stakeholders, students and team members from academia, industry, and government, whose collective work advances NASA’s strategic vision, mission, and goals for STEM engagement. The meeting provides opportunities for networking, collaboration, and information exchange among key stakeholders across the agency, the OSTEM portfolio of funded projects, and Mission Directorate partners.

**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.

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**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
Better Together 2023 In-Person Participants	400	5 minutes	33.33 hours
<b>Totals</b>	<b>400</b>	<b>5 minutes</b>	<b>33.33 hours</b>

**FEDERAL COST:** n/a

**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?

The universe of potential respondents includes ~480 registered individuals that plan to participate either in-person or remotely in the Better Together 2023 Meeting. The targeted sampling approach focuses on the actual Better Together 2023 Meeting in-person participants only (~400 individuals).

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

Web-based

Telephone

In-person

Mail

Other, Explain – **An email with a SurveyMonkey link will be sent out to all actual in-person participants after the Better Together 2023 Meeting.**

2. Will interviewers or facilitators be used?  Yes  No