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| 1. **Title of information collection** | Space Grant SMART Goals Workshop Exit Survey |
| 2. **Purpose** | To collect customer satisfaction reflections and rating feedback from 2024 Space Grant SMART Goals Workshop participants. Feedback will be used for continuous improvement purposes and planning efforts for future strategic meetings. |
| 3. **Description of respondents** | The targeted group of respondents includes in-person participants who attend the 2024 Space Grant SMART Goals Workshop facilitated by the NASA Office of STEM Engagement (OSTEM) Performance and Evaluation (P&E) Team. These individuals represent grantees and team members across the NASA Space Grant Consortia. The meeting provides opportunities for networking, collaboration, and information exchange among key stakeholders across the NASA Space Grant Consortia, agency, the NASA OSTEM Leadership, and Mission Directorate stakeholders. |

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** |
| Space Grant SMART Goals Workshop In-Person Participants | 75 | 3 minutes | 3.75 hours |
| Total | **75** | **3 minutes** | **3.75 hours** |

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

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

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| 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 universe of potential respondents includes ~75 individuals that plan to participate in the Space Grant SMART Goals Workshop who registered for the in-person, 2024 National Space Grant Directors Meeting. The targeted sampling approach focuses on the estimated number of participants in the Space Grant SMART Goals Workshop (~75 individuals). |
| **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)

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  Web-based | [ ]  Telephone | [ ]  In person | [ ]  Mail |
| [ ]  Other, please explain:       |
| Will interviewers or facilitators be used? | **[ ]  Yes** | **[x]  No** |
| Please provide the URL: <http://tinyurl.com/SMARTGoalsExitSurvey> |

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

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| --- |
| [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: Richard L. Gilmore Jr. |
| Center, division, & program: NASA GRC, Office of STEM Engagement (OSTEM), Performance and Evaluation (P&E) |

12. **Besides completing this fast-track form, return the following to the PRA Team:**

Please provide as Word files:

* Completed fast-track form
* Screenshots of your collection instrument
* Text of your collection instrument
* Include any transmittal email, or other mechanisms, that you plan to inform recipients with