



Request for Approval under NASA's "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 2700-0153)

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)

<input type="checkbox"/> Customer comment card/complaint form	<input checked="" type="checkbox"/> Customer satisfaction survey
<input type="checkbox"/> Usability testing (e.g., website, software)	<input type="checkbox"/> Small discussion group
<input type="checkbox"/> Focus group	<input type="checkbox"/> Other:

5. Personally identifiable information

Will PII be collected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes: will any information that is collected be included in records that are subject to the Privacy Act of 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes: has an up-to-date System of Records Notice (SORN) been published?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. Gifts or payments

Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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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

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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>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).</p> <p>If no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.</p>		

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

<input checked="" type="checkbox"/> Web-based	<input type="checkbox"/> Telephone	<input type="checkbox"/> In person	<input type="checkbox"/> Mail
<input type="checkbox"/> Other, please explain:			
Will interviewers or facilitators be used?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Please provide the URL: http://tinyurl.com/SMARTGoalsExitSurvey			

11. Certification. Please certify the following to be true

<input checked="" type="checkbox"/> The collection is voluntary.
<input checked="" type="checkbox"/> The collection is low-burden for respondents and low-cost for the Federal Government.
<input checked="" type="checkbox"/> The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
<input checked="" type="checkbox"/> The results are <u>not</u> intended to be disseminated to the public.
<input checked="" type="checkbox"/> Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
<input checked="" type="checkbox"/> 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