SUPPORTING STATEMENT FOR
COGNITIVE AND PSYCHOLOGICAL RESEARCH1

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The data collected will be used for questionnaire development activities rather than to produce estimates about populations. For the most part, the small-scale testing activities undertaken as part of this clearance will involve convenience or self-selected samples, with respondents selected either to cover a broad range of demographic subgroups or to include specific characteristics related to the topic of the survey. In some instances, a probability sample may be drawn, for example, for mail surveys or to permit statistical comparisons about the effectiveness of alternative treatments. A description of the plans for selecting respondents for each individual test will be provided to OMB at the time the research is submitted.

2. Describe the procedures for the collection of information including:

- **Statistical methodology for stratification and sample selection,**
- **Estimation procedure,**
- **Degree of accuracy needed for the purpose described in the justification,**
- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

Data collection procedures for the testing conducted under this clearance will vary, and will include methods conducted in person, over the phone, or via the internet using web conferencing or a variety of other research tools. Methods may include cognitive interviewing, usability testing, and focus groups, structured tasks such as card sorts, and other appropriate research methods. More specific information about data collection procedures will be contained in the description provided to OMB at the time the questionnaires are submitted.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Work under this clearance is for evaluation purposes only. Information collected under this generic clearance will not yield generalizable quantitative findings to generate estimates for a population.

When feasible, telephone, mail, or email reminders will be used to maximize response rates for research sessions and encourage participants to keep their appointments. For usability and cognitive interviews as well as focus groups, participants will be reimbursed for their time and travel expenses. Information that is more specific will be contained in the description provided to OMB at the time the questionnaires are submitted.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

This submission consists of tests of data collection instruments and survey procedures. We expect that the tests conducted under this clearance will result in simpler questionnaires, collection procedures, and/or data products that are easier to use, and thus reduced respondent burden.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze person(s) who will actually collect and/or analyze the information for the agency.

Rebecca L. Morrison (202) 691-5715 is the general methodological consultant for this project. Additional advice on statistical aspects of each individual research effort will be sought as the testing program proceeds. Depending on the nature of the research, staff from subject-matter divisions, operational divisions, and the Behavioral Science Research Center will have primary responsibility for data collection and analysis. Each submission will name a primary contact person. Rebecca L. Morrison is the contact for general questions about data collection and analysis. Other contact persons for questions regarding data collection and statistical aspects of the design will be provided to OMB in the specific information collection requests.