SUPPORTING STATEMENT
United States Patent and Trademark Office
National Summer Teacher Institute (NSTI) and Master Teacher of Invention and Intellectual Property Education Program (MTIP)
OMB CONTROL NO. 0651-0077
2024

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The United States Patent and Trademark Office (USPTO) conducts the National Summer Teacher Institute (NSTI) on Innovation, STEM, and Intellectual Property. This program, which focuses on innovation, STEM, entrepreneurship, and intellectual property, is offered in support of the USPTO's ongoing education and outreach programming and Department of Commerce's innovation initiatives. The Institute, launched in 2014, is part of the USPTO's ongoing efforts to foster innovation, competitiveness and economic growth, domestically and abroad, by providing relevant intellectual property, innovation, and invention education resources to school administrators, teachers, students, and parents.

In 2023, USPTO introduced the Master Teacher of Invention and Intellectual Property Education Program (MTIP) to align and support the USPTO's mission to foster innovation, competitiveness, domestic and international economic growth, and deliver invention and intellectual property (IP) training to educators across the nation. The MTIP builds a network of qualified NSTI participants and intellectual property educators and enables them to become teacher-leaders. These teacher-leaders in turn provide professional development to U.S. educators who seek to learn more about invention and IP education. MTIP teacher-leaders share the USPTO resources and practical classroom experience they learned through their participation in the NSTI.

The USPTO facilitates the enhancement of internal and external relations, including stakeholder partnerships and collaborations, and supports government-wide efforts to promote STEM education initiatives. In order to obtain a broad range of participants for the NSTI and MTIP, the USPTO must collect data related to courses taught, teaching experience, and school district demographics.

Both NSTI and MTIP combine experiential training tools, practices, and project-based learning models to support elementary, middle, high school, and postsecondary teachers in incorporating concepts of making, inventing, entrepreneurship, and innovation into classroom instruction. Recent focuses include the creation and protection of intellectual property, including inventions, knowledge discovery, creative ideas, and expressions of the human mind that may have commercial value and are protectable under patent, trademark, copyright, or trade secret laws. Intellectual property is modeled as both a teaching and learning platform to help inspire and motivate student achievement in science, technology, engineering, and mathematics.

Table 1: Information Requirements

Item No.	Requirement	Statute	Regulation
1	NSTI Application	35 USC 2(a)(2) and (b)(11)	N/A
2	NSTI Participant Survey	35 USC 2(a)(2) and (b)(11)	N/A
3	NSTI Webinar Survey	35 USC 2(a)(2) and (b)(11)	N/A
4	MTIP Application	35 USC 2(a)(2) and (b)(11)	N/A
5	MTIP Participant Survey	35 USC 2(a)(2) and (b)(11)	N/A
6	MTIP Webinar Survey	35 USC 2(a)(2) and (b)(11)	N/A

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

These programs receive information from applicants who request to participate, and certify that they are educators with at least three years' experience, and who 1) have taught in STEM or innovation related fields during the preceding academic year; 2) plan to teach in a STEM or innovation related field in the upcoming academic year; and 3) commit to incorporate the learnings from the programs and cooperate with sharing lessons/outcomes with other educators and the USPTO.

Participants include teachers in STEM, innovation, entrepreneurship, and related fields who learn about innovative strategies to help increase student learning and achievement in these fields together with elements of IP and invention education. Outside scientists, engineers, inventors, creators, and entrepreneurs are among the presenters and workshop leads. Attendees participate in field trips (e.g. to NASA, Energy, National Labs) and have opportunities for networking with other educators and invited experts.

The USPTO also conducts webinars and workshops for K–12 and postsecondary educators to provide information on IP, invention, and STEM topics of interest to the educators. Some of the workshops may take place in virtual environments. Workshops are available for educators with less than three years of experience, pre-service teachers, higher education faculty, home school, and informal educators. The USPTO conducts surveys, workshops, and the webinars in order to gain useful feedback from program participants.

The surveys in this information collection are primarily conducted electronically using either a survey tool or email. In-person surveys may potentially be conducted. All applications to the NSTI or MTIP programs must be submitted electronically through the USPTO website.

The information collected, maintained, and used in this collection is based on OMB and USPTO guidelines. This includes the basic information quality standards established in the Paperwork Reduction Act (44 U.S.C. Chapter 35), in OMB Circular A-130, and in the USPTO information quality guidelines.

Table 2: Needs and Uses

Item No.	Form/Function	Form No.	Needs and Uses
1	NSTI Application	PTO/NSTI/001	• Use allows teachers to apply to the NSTI program. • Allows the USPTO to select a range of participants in the NSTI or equivalent program.
2	NSTI Participant Survey	PTO/NSTI/002	• Use provides a feedback tool for those involved in the NSTI program. • Allows the USPTO feedback to understand program participants and prepare program enhancements.
3	NSTI Webinar Survey	PTO/NSTI/003	• Use provides a feedback tool for those involved in program webinars. • Allows the USPTO to understand webinar participants and their particular needs and interests.
4	MTIP Application	PTO/MTIP/001	• Use allows teachers to apply to the MTIP program. • Allows the USPTO to select a range of participants in the MTIP.
5	MTIP Participant Survey	PTO/MTIP/002	• Use provides a feedback tool for those involved in the MTIP program • Allows the USPTO feedback to understand program participants and prepare program enhancements.
6	MTIP Webinar Survey	PTO/MTIP/003	• Use provides a feedback tool for those involved in program webinars. • Allows the USPTO to understand webinar participants and their particular needs and interests.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

Applications will be submitted electronically through the USPTO website.[1] The surveys will primarily be conducted electronically using either a survey tool or email.

[1] https://www.uspto.gov/learning-and-resources/kids-educators?MURL=Education.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

This information is collected to determine whether the applicant is eligible for the program, and gather feedback about the programs. It does not duplicate information or collection of data found elsewhere.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

No significant impact is placed on small entities.

6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

This information is collected only to process applications for participation in the program and gather feedback from participants. This information is not collected elsewhere. Therefore, this collection of information could not be conducted less frequently. If this information were not collected, the USPTO would not be able to conduct the programs.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- **requiring respondents to report information to the agency more often than quarterly;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances associated with this collection of information.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The 60-Day Notice was published in the Federal Register on May 13, 2024 (89 Fed Reg. 41396). The comment period ended on July 12, 2024.[2] The USPTO received no public comments in response to the notice.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

This information collection does not involve a payment or an award to select respondents. For teachers selected to participate in the NSTI or equivalent program, the USPTO will extend invitational travel for individuals who live outside of a 50-mile radius of the Institute venue.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a system of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

This collection contains information which is subject to the Privacy Act. This information is collected on applications to the NSTI and MTIP programs. Privacy Act Statements are included on these forms. The following SORN provides privacy disclosures and information about USPTO's handling of personally identifiable information (PII) that is

[2] https://www.govinfo.gov/content/pkg/FR-2024-05-13/pdf/2024-10399.pdf.

part of this collection: COMMERCE/PAT–TM–19, Dissemination Events and Registrations; published December 27, 2006 (71 FR 77739).[3]

This SORN identifies the categories of individuals covered by the system containing Individuals who have requested participation in an agency-sponsored event. Categories of records in the system comprises the following: name of individual, address, phone number, and e-mail address.

The information is protected from disclosure to third parties in accordance with the Privacy Act. However, routine uses of this information may include disclosure to the following: to non-federal personnel under contract to the USPTO; to a court for adjudication and litigation; to the Department of Justice for Freedom of Information Act (FOIA) assistance; to members of Congress working on behalf of an individual; and to National Archives and Records Administration for inspection of records. If you do not furnish the requested information, the USPTO may not be able to process your request for participation in the event or program.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

None of the information collected is considered to be of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under 'Annual Cost to Federal Government'.**

[3] https://www.govinfo.gov/content/pkg/FR-2006-12-27/pdf/E6-22122.pdf.

Table 3 calculates the anticipated burden hours and costs of this information collection to the public based on the following factors:

- **Respondent Calculation Factors**
  The USPTO estimates that it will receive 27,400 responses per year from 14,000 respondents, and that all of the responses in this collection will be submitted electronically.

- **Burden Hour Calculation Factors**
  The USPTO estimates that it takes the public approximately between 8 minutes (0.13 hours) to 30 minutes (0.5 hours), depending on the complexity of the situation, to gather the necessary information, prepare the appropriate documents, and submit the information to the USPTO.

- **Cost Burden Calculation Factors**
  The USPTO expects that secondary schoolteachers will complete the applications and surveys. The professional hourly rate for secondary school teachers is $33.40, based upon the May 2022 Occupational Labor Statistics Report for secondary school teachers (25–2031).

Table 3: Total Burden Hours and Hourly Costs to Individual or Household Respondents

<table>
<tr><th>Item No.</th><th>Item</th><th>Estimated Annual Respondents
(a)</th><th>Responses per Respondent
(b)</th><th>Estimated Annual Responses
(a) x (b) = (c)</th><th>Estimated Time for Response (hour)
(b)</th><th>Estimated Annual Burden (hour/year)
(a) x (b) = (c)</th><th>Rate[4] ($/hour)
(d)</th><th>Estimated Annual Respondent Cost Burden
(c) x (d) =(e)</th></tr>
<tr><td>1</td><td>NSTI Application
(PTO/NSTI/001)</td><td>2,100</td><td>1</td><td>2,100</td><td>0.50
(30 minutes)</td><td>1,050</td><td>$33.40</td><td>$35,070</td></tr>
<tr><td>1</td><td>NSTI Application
(PTO/NSTI/001)</td><td rowspan="2">900*</td><td>1</td><td>900</td><td>0.50
(30 minutes)</td><td>450</td><td>$33.40</td><td>$15,030</td></tr>
<tr><td>2</td><td>NSTI Participant Survey
(PTO/NSTI/002)</td><td>1</td><td>900</td><td>0.25
(15 minutes)</td><td>225</td><td>$33.40</td><td>$7,515</td></tr>
</table>

[4] The USPTO expects that secondary schoolteachers will complete the applications and surveys. The professional hourly rate for secondary school teachers is $33.40, as found in the May 2022 Occupational Labor Statistics Report for secondary school teachers (25–2031). The hourly rate is based on the mean annual wage ($69,480), divided by 2,080 (the average annual work hours based on a 40-hour work week); https://www.bls.gov/oes/current/oes252031.htm.

** Respondents for these three lines are individuals who are selected to participate in the NSTI Program. These respondents are distinct from applicants who are not accepted into the program and those who may attend program webinars or workshops.

3	NSTI Webinar Survey **(PTO/NSTI/003)**		2	1,800	0.13 (8 minutes)	234	$33.40	$7,816
3	NSTI Webinar Survey **(PTO/NSTI/003)**	4,000	2	8,000	0.13 (8 minutes)	1,040	$33.40	$34,736
4	MTIP Application **(PTO/MTIP/001)**	2,100	1	2,100	0.50 (30 minutes)	1,050	$33.40	$35,070
4	MTIP Application **(PTO/MTIP/001)**		1	900	0.50 (30 minutes)	450	$33.40	$15,030
5	MTIP Participant Survey **(PTO/MTIP/002)**	900[**]	1	900	0.25 (15 minutes)	225	$33.40	$7,515
6	MTIP Webinar Survey **(PTO/MTIP/003)**		2	1,800	0.13 (8 minutes)	234	$33.40	$7,816
6	MTIP Webinar Survey **(PTO/MTIP/003)**	4,000	2	8,000	0.13 (8 minutes)	1,040	$33.40	$34,736
	Totals	**14,000**	**- - -**	**27,400**	**- - -**	**5,998**	**- - -**	**$200,334**

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

- **The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**

[****] Respondents for these three lines are individuals who are selected to participate in the MTIP Program. These respondents are distinct from applicants who are not accepted into the program and those who may attend program webinars or workshops.

- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

As all materials are only accepted electronically, there are no postage costs associated with this information collection. No processing costs or other costs are imposed on respondents. Therefore, the total non-hour cost burden of this collection is $0.

14. Provide estimates of annualized costs to the federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

The USPTO employs a GS-9, step 3 and a GS-14, step 1 to process submissions for this information collection.

The USPTO estimates that the cost of a GS-9, step 3 employee is $45.45 per hour (GS hourly rate of $34.96 with 30% ($10.49) added for benefits and overhead).

The USPTO estimates that the cost of a GS-14, step 1 employee is $86.83 per hour (GS hourly rate of $66.79 with 30% ($20.04) added for benefits and overhead).

The USPTO estimates that it takes a GS-9, step 3 employee 3 minutes (0.05 hours) to review the applications for completeness, a GS-14, step 1 employee 5 minutes (0.08 hours) to apply selection criteria to the applications, and 3 minutes (0.05 hours) to process the surveys.

Table 4: Burden Hour/Burden Cost to the Federal Government

Item No.	Item	Estimated Annual Responses (year) (a)	Estimated Time per Response (b)	Estimated Annual Burden (hour/year) (c) (a) x (b)	Rate[5] ($/hour) (d)	Estimated Annual Burden (e) (c) x (d)

[5] https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/24Tables/html/DCB_h.aspx.

1	NSTI Application - GS 9, step 3 - GS 14, step 1	2,100	0.05 0.08	105 168	$45.45 $86.83	$4,772 $14,587
1	NSTI Application - GS 9, step 3 - GS 14, step 1	900	0.05 0.08	45 72	$45.45 $86.83	$2,045 $6,252
2	NSTI Participant Survey	900	0.05	45	$86.83	$3,907
3	NSTI Webinar Survey	1,800	0.05	90	$86.83	$7,815
3	NSTI Webinar Survey	8,000	0.05	400	$86.83	$34,732
4	MTIP Application - GS 9, step 3 - GS 14, step 1	2,100	0.05 0.08	105 168	$45.45 $86.83	$4,772 $14,587
4	MTIP Application - GS 9, step 3 - GS 14, step 1	900	0.05 0.08	45 72	$45.45 $86.83	$2,045 $6,252
5	MTIP Participant Survey	900	0.05	45	$86.83	$3,907
6	MTIP Webinar Survey	1,800	0.05	90	$86.83	$7,815
6	MTIP Webinar Survey	8,000	0.05	400	$86.83	$34,732
	Totals	**27,400**	**- - -**	**1,850**	**- - -**	**$148,222**

14. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

Table 6: ICR Summary of Burden

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses	27,400	0	0	0	0	27,400
Annual Time Burden (Hr)	5,998	0	0	0	0	5,998
Annual Cost Burden ($)	0	0	0	0	0	0

Changes in Responses and Burden due to Adjustment in Agency Estimate

There are no changes in burden for the renewal of this information collection.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

There is no plan to publish this information for statistical use. Attendee information will be used to document the geographic scope of USPTO programs for use in both internal and external reports and statistics.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The form in this information collection will display the OMB Control Number and the OMB expiration date.

18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

This collection of information does not include any exceptions to the certificate statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection of information employs statistical methods and is described in greater detail in Supporting Statement Part B.