



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	NSPIRES System User Feedback
2. Purpose	Collect qualitative feedback from external users of the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES)
3. Description of respondents	Researchers from academic institutions, other Federal agencies, and companies. All respondents have voluntarily subscribed to the NSPIRES listserv, which is how respondents will be contacted.

4. Type of collection (check one)

☐ Customer comment card/complaint form	☒ Customer satisfaction survey
☐ Usability testing (e.g., website, software)	☐ Small discussion group
☐ Focus group	☐ Other:

5. Personally identifiable information

Will PII be collected?	☐ Yes	☒ No
If yes: will any information that is collected be included in records that are subject to the Privacy Act of 1974?	☐	☐ No
If yes: has an up-to-date System of Records Notice (SORN) been published?	☐	

6. Gifts or payments

Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation)	☐	☒ No
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7. Burden time per response (best estimate)

Category of respondent	Number of respondents*, per year	Participation time (list in minutes)	Total burden time (in hours)
NSPIRES System users	125	15 mins	31 hrs

* Estimated number received, not sent out

8. Federal cost (If any, 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?	☒ Yes	☐
If yes, please provide a description of both below (attach a sampling plan if available). The system user list will be utilized to identify active users, who will be contacted via email with an invitation to participate. All feedback will be anonymous and voluntary.		
If no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.		



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

☒ Web-based or email Google Forms	☐ Telephone	☐ In person	☐ Snail mail
☐ Other, please list:			
Will interviewers or facilitators be used?		☒ No	
Please provide the URL: https://forms.gle/rpyqccwiwEjyQUBp9			
Will the information collection be secure on a NASA approved system?		☒ Yes	☐ Other, explain

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

☒	The collection is voluntary.
☒	The collection is low-burden for respondents and low-cost for the Federal Government.
☒	The collection is non-controversial and does not raise issues of concern to other federal agencies.
☒	The results are not intended to be disseminated to the public.
☒	Information gathered will not be used for the purpose of substantially informing influential policy decisions.
☒	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 of Gov't Civil Servant SME: Corey Portalatin-Berrien	
Center, division, & program: Science Mission Directorate DAAR	