

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Feedback Survey for the 2024 Office of Planning, Research, and Evaluation Research Methods Meeting

PURPOSE AND USE: The Office of Planning, Research, and Evaluation (OPRE) hosts a research methods meeting annually to convene scientists and research experts to advance critical topics in social science research methodology.

We are proposing to collect a brief anonymous survey to collect feedback from meeting attendees at the 2024 OPRE Research Methods Meeting. Survey results will support ongoing reflection and quality improvement for future meetings.

DESCRIPTION OF RESPONDENTS: The survey will be administered to all individuals who registered to attend the 2024 OPRE Research Methods Meeting.

TYPE OF COLLECTION:

☐ Customer Comment Card/Complaint Form	☒ Customer Satisfaction Survey
☐ Usability Testing (e.g., Website or Software	☐ Small Discussion Group
☐ Focus Group	☐ Other: _____

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The primary purpose of the results is not for public dissemination.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. 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 and affiliation: Maria Woolverton Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF)

To assist review, please provide answers to the following questions:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

Tokens of Appreciation or Honoraria:

Will a token of appreciation or honoraria be provided to participants? [] Yes [X] No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Feedback Survey for the 2024 OPRE Research Methods Meeting	2 – Private Sector	100	1	10 minutes (0.17 hours)	16.7

FEDERAL COST: The estimated annual cost to the Federal government is \$4,388.

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
[] Yes [X] No

If the answer is yes, please provide a description of both below (or attach the sampling plan). If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.

We propose to send the feedback survey to all respondents who registered for the 2024 OPRE Methods Meeting.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
[X] Web-based or other forms of Social Media
[] Telephone
[] In-person
[] Mail
[] Other, Explain
2. Will interviewers or facilitators be used? [] Yes [X] No