

Request for Approval under the “Generic Clearance for Reviewer Recruitment”

(OMB Control Number: 0970-0477)

TITLE OF INFORMATION COLLECTION: Office of Planning, Research, and Evaluation, Division of Economic Independence Information Collection for Prospective Grant Reviewer Opportunities

PURPOSE: This information collection is intended to provide information to the Office of Planning, Research, and Evaluation (OPRE) to develop a database of potential experts to review grants under the purview of the Division of Economic Independence (DEI). Specifically, OPRE is interested in creating a list of federal and nonfederal experts with expertise in subject matters and research methodologies that relate to the grants overseen by DEI to facilitate the process of obtaining qualified personnel to review grant applications.

The goal of the proposed information collection is to gather information about individuals interested in serving as grant reviewers for DEI in the current year (FY24) and in future years. The form includes the following information fields: the respondent’s contact information, organizational and/or institutional affiliation(s), applicable subject areas of expertise, methodological areas of expertise, and the respondent’s availability and willingness to serve as a reviewer in 2024 or future years. This information will allow OPRE to improve the process of outreach to prospective reviewers of DEI grants and help to secure a more diverse range of qualified experts in a variety of subject areas and methodologies.

The data collected and reported by the contractor to ACF will be descriptive in nature and will be used for internal planning purposes. Form completion is voluntary.

DESCRIPTION OF RESPONDENTS: Subject matter and methodological experts with expertise in topics relevant to DEI’s portfolio, including past OPRE grant reviewers, federal staff¹, university researchers, research organization staff, and/or other networks identified by OPRE and contractor staff.

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 results are not intended to be disseminated to the public.
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.

¹ This information collection falls within the scope of these federal employees’ work duties and therefore burden is not included for these respondents.

Name and affiliation: Elizabeth Karberg, OPRE

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	250	5 minutes	20.8 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$1,100. The estimated cost to the government is related to an existing contractor programming, testing, and distributing of the survey, administrative monitoring of the survey results, and analysis and reporting results internally to OPRE.

Hours for Programing, Testing, and Sending out the Survey			
Labor Category	Rate	Estimated Number of Hours	Total Cost
Research Assistant	95.89	8	\$767.12
Senior Analyst	163.26	2	326.52
Total			1093.64

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

Please make sure that all instruments, instructions, and scripts are submitted with the request.