

## Key Elements for OMB Memos under the Generic Clearance for Pretesting 0607-0725

### **[Title of the Study]**

1The Census Bureau plans to conduct additional survey work under the generic clearance for Data User Evaluation Surveys (OMB number 0607-0760).

### **Purpose of the Study**

The Census Bureau's [Division] ([Branch]) is planning a study to.....[reason for study].

The feedback from this survey will help the [Census Bureau/sponsor agency] decide [what?](ex. next steps for this program).

- Is this a new survey or has this survey been conducted before?
- Has it been pretested before?
- If it has been used before, explain how the information was used and if there is a report available of those results.
- If the survey was conducted previously, but there are some new items that were not asked previously, please identify these.

The key research questions or substantive issues being examined are:

- A
- B
- C

### **Methodology**

Provide details on the administration of the study, including the mode(s), number of contacts, how you plan to notify/solicit participation of respondents to the survey and include copies of these materials as attachments.

- Dates study will be conducted
- Who will conduct the interviews?
- What pretesting methods and specific techniques are being used?
- Include protocol(s) and copies of the form and/or screen shots
- Describe anything unusual or interesting about the methodology
- Will there be observers?
- Will the interviews be audio-recorded or video-recorded? If so, attach consent form if it is not the standard form.

### **Respondents**

- Design of the sample, including sampling frame, and how respondents will be selected
- Expected response rate and resulting sample size

- Any special screening questions and procedures (beyond previously approved screener instruments)

**Burden**

- Total number of potential respondents you expect to screen and burden for this screening
- [??] minutes per interview and [XX] interviews
- Total respondent burden of [??] hours.

**Incentives**

Incentives for time and travel expenses may be used for cognitive interviews and focus groups conducted at a place outside of the respondents' home. The standard amounts for these activities are: \$40 cognitive interviews; \$75 focus groups. Any proposal to provide incentives higher than these amounts requires a strong justification as to why the target group necessitates higher incentives.

**Legal**

- Legal authority for collection – note title and specific section(s)
- Note that the required PRA language is conveyed to the respondent in the consent form.

**Attachments**

List and describe all attachments.

For further information about this study, please contact [Name] at [Telephone Number] or [Email Address].