

Supporting Statement for Paperwork Reduction Submission

Office of Civil Rights Civil Rights Case Management System

A. Justification

A.1. Circumstances Requiring the Collection of Data

As the primary funding agency of fundamental science and engineering research in the United States, The U.S. National Science Foundation (NSF) is committed to promoting safe, productive research and education environments for current and future scientists and engineers. Organizations that receive funding awards from NSF are prohibited from discriminating against individuals who participate in any NSF funded programs, services, and activities. To ensure awardee organizations follow civil rights laws, The NSF Office of Civil Rights (OCR) Awardee Compliance Branch (ACB) ensures awardee organizations comply with relevant civil rights laws and regulations and processes discrimination complaints under the following federal laws and regulations:

- [Title VI of the "Civil Rights Act of 1964,"](#)
- [Title IX of the "Educational Amendments Act of 1972,"](#)
- [Section 504 of the "Rehabilitation Act of 1973,"](#)
- ["Age Discrimination Act of 1975,"](#)

Individuals in awardee institutions who report harassing conduct can file a complaint with ACB. Complainants may submit information to an [online case management portal](#). ACB uses this system to receive, evaluate, process, investigate, and resolve allegations of discrimination, harassment, or retaliation. Complainants create an account and submit their complaint information into the case management system. Information collected and maintained by the system includes: name and contact information for the complainant; impacted party (i.e., complainant or other individual), witnesses, respondent, and awardee

institution; complaint information (which includes basis of discrimination or harassment, complaint description, remedies, and whether the complaint is filed in any other forum); any additional documentation; and a consent form for investigation and sharing of information with the relevant institution(s). If the complaint is accepted for investigation, additional information may be collected that is relevant to the case.

A.2. Purpose and Use of Data

The purpose and use of the data is to help OCR staff determine if there is jurisdiction to accept complaints for investigation by OCR or referral to NSF's Office of the Inspector General, to the institution, or another Federal agency. Information is only used and shared on a need-to-know basis.

A.3. Use of Automation

Reporting can be done online via the following link:

<https://efiler.complaints.nsf.gov/etk-nsf-cr-prod/login.request.do>

A.4. Efforts to Identify Duplication

No other federal agencies or entities within NSF collect the same data.

A.5. Small Business Consideration

N/A

A. 6. Consequences of Less Frequent Collection

N/A

A.7. Special Circumstances for Collection

N/A

A. 8. Federal Register Notice and Outside Consultation

The agency's notice, as required by 5 CFR 1320.8(d), was published in the *Federal Register* on September 11, 2025, at 90 FR 44108, and no comments were received.

A. 9. Gifts or Remuneration

N/A

A.10. Confidentiality provided to respondents

Information will be provided through a secure portal to OCR and will not be available on any of NSF's regular business systems. OCR will only share information with other personnel within NSF (such as the attorneys within the Office of the General Counsel) on a need-to-know basis.

A. 11. Questions of a Sensitive Nature

"Please describe the incident of discrimination or harassment."

- External users will submit a brief description of the incident they experienced which will help NSF staff determine jurisdiction and basis.
- Only NSF staff on a need-to-know basis will have access to the information

A. 12. Estimate of Burden

We estimate that up to 100 complaints will be received each year. The estimated time per complainant is 30 minutes to fill out the information to submit a complaint. The time varies by complaint. The estimated burden time is 50 hours a year.

A. 13. Capital/Startup Costs

N/A

A. 14. Annualized Cost to the Federal Government

N/A; this is part of conducting the activities of the program.

A. 15. Changes in Burden

There are no changes in burden – this is a new collection.

A. 16 Publication of Collection

N/A

A. 17 Approval to Not Display OMB Expiration Date

N/A

A. 18 Exception to Item 19 of OMB Form 83-I Certification Statement

N/A

B. STATISTICAL METHODS

N/A