

# NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Date 12/10/2025

Department of Justice  
Office of Justice Programs

FOR CERTIFYING OFFICIAL: John Carlson  
FOR CLEARANCE OFFICER: Darwin Arceo

In accordance with the Paperwork Reduction Act, a new request has been approved for the following Host OMB control number. This has resulted in the recertification of a related RCF for your agency.

ACTION REQUESTED: Revision of a currently approved collection

TYPE OF REVIEW REQUESTED: Regular

ICR REFERENCE NUMBER: 202511-3145-002

AGENCY ICR TRACKING NUMBER:

TITLE: Standard Application Process Portal

OMB ACTION: Approved

OMB CONTROL NUMBER: 3145-0271

The agency is required to display the OMB Control Number and inform respondents of its legal significance in accordance with 5 CFR 1320.5(b).

This request hosts common forms.

## DESCRIPTION/CHANGES TO COMMON FORM USAGE:

This submission requests approval to collect information from individuals as part of the Standard Application Process Portal. This request is from the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and is submitted as a Common Form.

EXPIRATION DATE: 12/31/28, 12:00AM

ACTION: RCF Recertification

PREVIOUS RCF ID: 202212-1121-001CF

CURRENT RCF ID: 202512-1121-001CF

RCF TITLE: Standard Application Process Portal

DESCRIPTION OF AGENCY USAGE: The Foundations for Evidence-Based Policymaking Act (44 U.S.C. 3583) mandates that the Director of the Office of Management and Budget (OMB) establish a standard application process (SAP) for requesting access to certain confidential data assets. While the adoption of the SAP is required for statistical agencies and units designated under CIPSEA, it is recognized that other agencies and organizational units within the Executive branch may benefit from the adoption of the SAP to accept applications for access to confidential data assets. The SAP is to be a process through which agencies, the Congressional Budget Office, State, local, and Tribal governments, researchers, and other individuals, as appropriate, may apply to access confidential data assets held by a federal statistical agency or unit for the purposes of developing evidence. With the Interagency Council on Statistical Policy (ICSP) as advisors, the Bureau of Justice Statistics is working with the SAP Project Management Office (PMO) and with OMB to implement the SAP. The SAP Portal is to be a single web-based common application to request access to confidential data assets from federal statistical agencies and units.

To complete an application in the SAP Portal, applicants enter their personal, contact, and institutional information, as well as the personal, contact, and institutional information of all individuals on their research team, including name, address, email address, telephone, professional affiliation, and citizenship. Applicants also provide summary information about their proposed project, to include project title, duration, funding, timeline, and other details including the data asset(s) they are requesting and any proposed linkages to data not listed in the SAP data catalog, including non-federal data sources. Applicants then enter detailed information regarding their proposed project, including a project abstract, research question(s), literature review, project scope, research methodology,

project products, and anticipated output. Applicants must demonstrate a need for confidential data, outlining why their research question cannot be answered using publicly available information.

Many applicants will be academic research faculty or students at U.S. universities or other types of research institutions. Other applicants are likely to include analysts at nonprofit organizations. Approved applicants using confidential data can provide insights on how statistical agencies and units may improve the quality of the data collected or acquired; identify shortcomings of current data collection programs, and data processing methods; document new data needs; and develop methods to address survey nonresponse or improve statistical weights.

Number of respondents – 55

Hours per respondent – 3

BURDEN:	RESPONSES	HOURS	COSTS
Previous	55	55	1,931
New	55	55	2,119
Difference			
Change due to New Statute	0	0	0
Change due to Agency Discretion	0	0	0
Change due to Agency Adjustment	0	0	188
Change due to PRA Violation	0	0	0

TERMS OF CLEARANCE:

OMB Authorizing Official: Dominic J. Mancini  
Deputy Administrator,  
Office Of Information And Regulatory Affairs

List of ICs

IC Title	Form No.	Form Name	CFR Citation
Standard Application Process Portal	SAP, SAP, SAP	Project Proposal Questions in the SAP Portal, Criteria for the Review and Disposition of Applications, Research Team Questions in the SAP Portal	