

SUPPORTING STATEMENT
U.S. Department of Commerce
National Oceanic & Atmospheric Administration
Office of Education, Higher Education Scholarship, Fellowship, and Internship Programs
OMB Control No. 0648-0568

Abstract

This request is for revision and extension of an existing information collection. This information collection includes several changes to the type and amount of information being collected as described below. The updates to the application and surveys will not result in any burden change for those collections.

1. Updates to Undergraduate Scholarship Programs Application
2. Updates to Undergraduate Scholarship Programs Student Surveys
3. Updates to Undergraduate Scholarship Programs Mentor Surveys
4. Addition of Undergraduate Scholarship Programs Travel Request Forms
5. Addition of Undergraduate Scholarship Programs Onboarding and Scholar Information Form
6. Removal of Student Opportunities Optional Demographic Data Collection
7. Removal of the Hollings Preparation Program Application and Surveys
8. Removal of Undergraduate Scholarship Program Applicant Survey

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The Administrator of the National Oceanic and Atmospheric Administration (NOAA) is authorized by section 4002 of the America COMPETES Act, [Pub. Law 110-69](#)¹, to establish and administer a coordinated education program to enhance understanding of ocean, coastal, Great Lakes, and atmospheric science and stewardship by the general public and other coastal stakeholders, including underrepresented groups in ocean and atmospheric science and policy careers. In addition, NOAA's Administrator is authorized by section 214 of the Consolidated Appropriations Act, 2005, [Pub. Law 108-447](#)², to establish and administer the Ernest F. Hollings Undergraduate Scholarship Program to support undergraduate studies in oceanic and atmospheric science, research, technology, and education that support NOAA's mission and programs.

NOAA's Office of Education (OEd) administers scholarship programs (Ernest F. Hollings Undergraduate Scholarship Program (Hollings)) and Educational Partnership Program with Minority Serving Institutions (EPP) Undergraduate Scholarship Program (USP) and one grant program – the EPP Cooperative Science Centers (CSC). The OEd maintains a Student Tracker

¹ <https://www.congress.gov/110/plaws/publ69/PLAW-110publ69.pdf>

² <https://www.congress.gov/108/plaws/publ447/PLAW-108publ447.pdf>

database with student data from all the programs it administers. NOAA OEd staff enters data for the scholarship programs. The EPP CSCs enter and update the Student Tracker for their students.

Student applicant information, including information provided by references, will be collected for the EPP Undergraduate Scholarship Program and the Ernest F. Hollings Undergraduate Scholarship Program. Scholars from the Hollings and EPP USP programs are surveyed before and after the student orientation program and at the completion of their internships. The information gathered helps OEd to improve the programs and the student experience. During their summer internships, Hollings and EPP USP scholars also complete a biweekly online training record to track accomplishments (max 2000 characters per week) and hours worked.

The OEd, including EPP CSC, EPP USP and Hollings, has included the voluntary alumni form in this collection. OEd believes this information is necessary because NOAA desires to know whether the NOAA funded students pursue and complete NOAA-related science degrees, whether the students are employed by NOAA, NOAA contractors or otherwise in NOAA mission-aligned fields, or are involved in other programs due to their NOAA-funded education and training. This system is directly linked to the Student Tracker Database to automatically update student files. The current system design was implemented in 2021.

NOAA OEd collects information on post-graduation activities to assess the following: 1) whether students pursue and complete advanced degrees in NOAA-related sciences, 2) whether students gain employment with NOAA, NOAA contractors or other employers which address NOAA's mission, 3) receive fellowships or awards as a result of their NOAA-funded education and training, and, 4) publish scholarly works in peer-reviewed journals.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

Education Programs and Their Purposes

NOAA recognizes outstanding scholarship and encourages independent graduate level research in ocean and atmospheric science and policy careers.

The purpose of the EPP program is to educate, train and graduate students in NOAA mission-aligned science, technology, engineering, and mathematics (STEM), policy and natural resources management disciplines. EPP is committed to the participation of Minority Serving Institutions (MSIs) such as Historically Black Colleges and Universities, Hispanic Serving Institutions, Indian Tribally Controlled Colleges and Universities, Alaska Native-Serving Institutions, and Native Hawaiian-Serving Institutions. The EPP partnership is comprised of four program components:

- The **Undergraduate Scholarship Program (USP)** provides an opportunity for rising junior and senior students to study disciplines relating to the NOAA's mission. Students attending MSIs (Hispanic Serving Institutions, Historically Black Colleges and Universities, Tribal Colleges and Universities, Alaskan-Native Serving Institutions, and Native Hawaiian Serving Institutions) conduct rigorous 10-week summer internships at approved NOAA facilities upon acceptance to the program.

- The **Graduate Sciences Program (GSP)** was aimed at increasing opportunities for students in NOAA-related fields to pursue research and educational training in atmospheric, environmental, remote sensing and oceanic sciences at MSI when possible. The GSP offered between two years (master's candidates) to four years (doctoral students) of NOAA-related research and training opportunities. (**CLOSED to new students**)
- The **Environmental Entrepreneurship Program (EEP)** provided funding to eligible MSIs on a competitive basis to provide students with training in the application of NOAA sciences in order to foster economic development opportunities. EEP facilitated partnerships among MSIs; various NOAA offices; academic research, government and business organizations to help prepare students with appropriate knowledge and skills to exploit environmental tools and technological resources. (**CLOSED to new students**)
- The **Cooperative Science Centers' (CSCs)** objectives are to educate, train and graduate students in NOAA mission-aligned STEM, policy and resources management disciplines, to conduct research in support of NOAA's mission, to build capacity within the collaborating institutions, and to train eligible candidates for the future NOAA workforce. EPP established five Cooperative Science Centers at MSIs to advance collaborative research in NOAA mission-aligned (pertains to NOAA's mission) disciplines. The first four Cooperative Science Centers were established in 2001 and the fifth Center in 2006. The 2011 and 2016 grant awards resulted in four Cooperative Science Centers (the previous ones existed only through their grant durations). The Center Director, Deputy Director and Distinguished Scientist at each Center develop and lead key education and research activities.
- The **Graduate Fellowship Program (GFP)** was designed to serve as a future workforce pipeline to NOAA for qualified students currently supported at EPP CSCs and pursuing a graduate degree in a NOAA mission discipline. The selected fellows participate in professional development training and a year-long experiential opportunity at a NOAA facility.

For more information about the EPP, visit: <https://www.noaa.gov/office-education/epp-msi>.

The purpose of the **Ernest F. Hollings Undergraduate Scholarship Program** is to:

1. Increase undergraduate training in oceanic and atmospheric science, research, technology, and education and foster multidisciplinary training opportunities;
2. Increase public understanding and support for stewardship of the ocean and atmosphere and improve environmental literacy;
3. Recruit and prepare students for public service careers with NOAA and other natural resource and science agencies at the federal, state and local levels of government; and
4. Recruit and prepare students for careers as teachers and educators in oceanic and atmospheric science and to improve scientific and environmental education in the United States.

For more information about the Ernest F. Hollings Undergraduate Scholarship Program, visit: <http://www.noaa.gov/office-education/hollings-scholarship>.

OEd Student Tracker Database

The OEd Student Tracker Database maintains data for all students receiving funding under the following programs:

- EPP Undergraduate Scholarship Program;
- EPP Graduate Sciences Program;
- EPP Environmental Entrepreneurship Program;
- EPP Cooperative Science Centers; and,
- Ernest F. Hollings Undergraduate Scholarship Program.

The collection of student data is a program requirement that enables OEd to assess compliance with its performance measures, described below. NOAA's OEd staff maintains this database and updates it and thus no public burden is incurred for this portion of the input to the database. The collected student data is also tabulated to provide the status on progress of all OEd programs' performance measures.

Information on CSC students is entered by CSC program coordinators or principal investigators, as required by a special award condition. OEd requires that NOAA-funded Cooperative Science Center student data be provided semi-annually. Regular updates on the post-education activities of alumni is encouraged. OEd currently relies on Cooperative Science Center input into the Student Tracker and solicits updates from alumni on its website using the Voluntary Alumni Update System (VAUS). The VAUS is used to collect post-graduation information about the student in order for NOAA to determine whether NOAA-funded students pursue and complete post-graduate NOAA-related science degrees, are employed by NOAA or a NOAA contractor, or in fields related to NOAA's mission.

Student Scholarship Training Record

During their summer internships, Hollings and EPP undergraduate scholars are required to complete a biweekly Student Scholarship Training Record (SSTR), which logs their hours, activities and accomplishments. This information is collected via an online system.

Performance Measures

Graduate Sciences Program (closed to new students)

- Number of graduate sciences program students hired in NOAA line offices.

Undergraduate Scholarship Program

- Number of undergraduate scholarship students attending MSIs who are trained and graduate in NOAA-related sciences;
- Number of undergraduate scholarship students attending MSIs who pursue graduate work in NOAA-related sciences; and
- Number of undergraduate scholarship students attending MSIs who are hired by NOAA, NOAA contractors and other natural resources and science agencies at the Federal, State,

local and tribal levels.

Ernest Hollings Scholarship Program

- Number of Hollings scholarship students who are trained in NOAA-related sciences, research technology, and education;
- Number of Hollings scholarship students who are hired by NOAA and other natural resource and science agencies at the Federal, State, and local levels;
- The number of students from the Hollings Program who teach and become educators in NOAA-related sciences; and
- The number of Hollings students who pursue graduate work in NOAA-related sciences.

Cooperative Science Centers

- Number of students who are trained and graduate in NOAA mission sciences annually;
- Number of students completing experiential opportunities at NOAA facilities;
- Number of EPP-funded students who are hired by NOAA, NOAA contractors and other environmental, natural resource, and science agencies at the Federal, State, local and tribal levels, in academia and the private sector;
- Number of collaborative research projects undertaken between NOAA and partners in support of NOAA operations;
- Number of students and faculty who participate in and complete postdoctoral level research programs in support of the NOAA mission;
- Number of peer-reviewed papers published in NOAA mission sciences by scientists (faculty, postdoctoral fellows, and students) sponsored by NOAA EPP;
- Funds leveraged with NOAA EPP funds (including student support); and
- Number of outreach participants engaged in NOAA mission relevant learning opportunities.

For the CSCs, the allocated funds are tracked. For the award period beginning in 2016, fifty (50) percent of CSC funding, including the lead and all partner institutions, is mandated for direct student support. For prior award periods, the minimum amount required for direct student support was thirty percent of the award. Direct Student Support means CSC funds directly paid for support of CSC-support eligible post-secondary students in the following budget subcategories: 1) tuition; undergraduate student scholarship; graduate student fellowship; 2) travel (to participate in experiential research at NOAA facilities or other CSCs or NOAA programs, present at scientific conferences/meetings, training, professional development); 3) salaries and fringe benefits; stipend (for laboratory/computer/equipment fees, books, transportation and lodging support when conducting CSC/NOAA research activities) and 4); registration (for conferences, workshops or Forum).

Supported Student and Mentor Surveys

The following survey instruments are administered by NOAA OEd and distributed to students or mentors through Google forms.

1. The Hollings and EPP USP program will survey scholars after the student orientation session, as well as at the end of the internship period.
2. Federal employees and affiliate scientists who mentor Hollings and EPP USP scholars are surveyed midway and at the end of the internship period.

Travel Request and Onboarding Forms

The following forms are administered by NOAA OEd in order to assess compliance with travel policies. Onboarding forms are needed to update contact information in order to maintain communications with scholars.

Purpose of Information Collection

To measure the impact of OEd programs, the data collected by the EPP and Hollings Scholarship Programs are compared to the available data in the national education databases (e.g., National Science Foundation and National Center for Education Statistics) and NOAA workforce management database. Furthermore, the student data collection identifies degree pipeline areas (BS, MS, or PhD) and where OEd and its academic partners may target recruitment for its' NOAA mission-aligned STEM, policy and resources management education and training programs. NOAA scholarship programs produce a pool of qualified candidates that may be hired by NOAA and help to sustain a world-class NOAA organization.

The collected student data is also tabulated to provide the status of progress for all programs' performance measures. Results of this collection which demonstrate the effectiveness and impact of OEd programs may be submitted for publication in peer-reviewed or gray literature. In this event, data would be reported in anonymous and aggregate form according to occupation fields commonly used by other Federal agencies such as the National Science Foundation, Department of Education and Census Bureau.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The collection of information will primarily entail web-based forms with electronic fillable forms (e.g., PDF forms) as a back-up. Applicants, alumni and grant recipients will complete the web-based forms that will automatically be transferred to a database (e.g., student and alumni data, financial information from Cooperative Science Centers, or scholarship applicant data) or collected by staff via Google forms or Grants Online. In the event that the web-based method is not functional, the applicants and grant recipients may complete fillable forms that may be sent electronically or mailed.

4. Describe the efforts to identify duplication.

Cooperative Science Center student data and information are unique to the program component in that they are not collected by any other entity. The NOAA scholarship applications are unique in that the applications require responses to NOAA-related questions.

5. If the collection of information involves small businesses or small entities, describe the methods used to minimize the burden.

This collection is primarily directed to individuals and no small businesses or small entities are targeted.

6. Describe the consequences to the Federal program or policy activities if the collection is

not conducted or is conducted less frequently.

If the collection is not conducted, the data will not be available to support the mandatory program performance assessments and NOAA program reports.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

During their 10-week summer internships, Hollings and EPP undergraduate scholars are required to complete a biweekly Student Scholarship Training Record (SSTR), which logs their hours, activities and accomplishments. This frequency is needed in order to accurately track student hours and activities. The SSTR records serve as documentation of student activities and are needed to ensure sufficient progress is being made on internships and requirements are met for the release of internship stipends. Scholars complete these forms 5 times during the summer internship to document their progress.

Summer interns also complete 2 surveys during the summer period. The purpose of these surveys is to assess their satisfaction with the activities that the programs have provided for them. These surveys help the programs to make improvements and provide student-centered activities that meet the needs of scholars and are relevant to their interests.

All other collections will be conducted in a manner consistent with OMB guidelines.

8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register notice soliciting public comments on the collection was published on December 8, 2025 (90 FR 56737). No public comments were received.

NOAA consulted with 9 program alumni to obtain their views on the need for and practical utility of the data collected, the accuracy of the burden and frequency of collection, suggestions to minimize the burden, and ways to improve the clarity of instructions and forms. 2 alumni responded, no comments were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts are provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

As needed, student information may be disclosed to the NOAA Office of Civil Rights and the

Office of Human Capital Services to assist the Office of Education in completing and maintaining the student tracker records. The justification for sharing information on a need to know basis within the agency is provided explicitly within the statutory language of the Privacy Act. *See* 5 U.S.C. 552a(b)(1).

As needed, student information may be disclosed to entities outside of NOAA for purposes related to program management under the routine uses described in System of Records Notice [NOAA-14](#)³. For example, OEd has enlisted the National Student Clearinghouse to search student records to verify degree completion and enrollment in advanced degree programs. Student data are transmitted using secure means (e.g., Accellion) in compliance with NOAA and DOC privacy policies.

A record in this system may be transferred to the Office of Personnel Management or to the National Science Foundation, National Center for Science and Engineering Statistics (NCSES) or to an evaluation contractor for personnel research purposes, as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related manpower studies.

The physical electronic OEd files are protected from access outside of NOAA and outside of the Office of Education by a system of firewalls and routers. Whenever feasible, applications are hosted within the internally protected network to limit access by NOAA personnel only. Restricted access is employed so that only authorized users within the NOAA Office of Education scholarship team have access to the scholarship files.

The OEd student scholarship programs' paper application is destroyed after the evaluation and selection of NOAA student scholars. The student name, street address, telephone number and email address are maintained electronically in a secured location on the NOAA server, as is the student tracker database. Access to the electronic files on the OEd shared drive requires username/password combinations to retrieve the information. A current [Privacy Impact Assessment](#)⁴ is on file for this IT system.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

No questions of a sensitive nature are included.

³ <https://www.commerce.gov/node/4988>

⁴ <https://www.commerce.gov/sites/default/files/2025-05/NOAA1200%20PIA%20FY25-%20SAOP%20Approved%20Delegated.pdf>

12. Provide an estimate in hours of the burden of the collection of information.

Hollings and EPP USP Application and References: Based on the previous three-years of applications, OEd expects to receive an average of approximately 850 undergraduate scholarship program (EPP USP and Hollings) applications. Subject to the appropriated funds, approximately 10 and 150 students are selected annually for the EPP USP and Hollings scholarship programs, respectively. Completion of the undergraduate scholarship programs application is estimated to take 12 hours. Based on 850 applications, OEd calculates 1700 reference forms (two references per application). Completion of the undergraduate scholarship programs reference form is estimated to take 1 hour.

Voluntary Alumni Update System (VAUS) Form: It is estimated that a total of 73 Alumni Update Forms will be received annually through the VAUS. A total of 60 forms were completed during the previous two years for an average of 30 forms annually. Completion of the alumni form is estimated to take 5-6 minutes (0.25 hrs). The alumni form will be used by the following NOAA programs:

1. Office of Education, Educational Partnership Program with Minority Serving Institutions;
2. Ernest F. Hollings Undergraduate Scholarship Program;

Student Tracker Database: Data entry to the Student Tracker database web-form is required twice annually from four (4) NOAA EPP Cooperative Science Center grant recipients. The completion of the student tracker database form by each program coordinator, containing information on all students within his/her grant program, is expected to take a maximum of 28 hours, twice per year, to enter data for an average of 200 students and performance measures. In other words, each time a program coordinator completes the student and performance measures report, the report includes updated information on approximately 200 students and 16 performance measures. A report is considered one response (including information on 200 students and 16 performance measures).

Graduate Fellowship Program Application and References: The EPP program anticipates that student applications will be solicited twice per year. Applications for this program are completed by the student applicant and submitted with the endorsement and recommendation of the CSC director, the student's academic advisor and the CSC distinguished research scientist. The EPP program estimates that 8 Graduate Fellowship Program applications will be received from CSC directors annually. Completion of the application is estimated to take 12 hours. The EPP program estimates that 24 reference letters will be received and completion of the GFP letters of reference is estimated to take 1 hour.

Student Scholarship Training Record (SSTR): Completion of the biweekly Student Scholarship Training Record is expected to take approximately 30 minutes and would be submitted 5 times by each scholar during the 10 week summer internship period.

Travel Request Forms and Onboarding Form: Completion of these forms is needed to provide oversight on travel that aligns with program policy and maintain updated contact information. Travel to locations for the Orientation program, Internship Site Visit, Internship Housing, and Conference Presentations. Annually, a total of 800 survey responses (160 students responding to 5 forms each year) is estimated annually. Completion of each form is estimated to take 30 minutes.

Hollings and EPP USP Student Surveys: The Hollings and EPP USP program will survey selected scholars. Students selected to receive scholarships are surveyed before and after the student orientation sessions, at the end of the internship period. Annually, a total of 192 survey responses (96 students responding to 2 surveys each summer) is estimated annually. Completion of each survey is estimated to take 30 minutes.

Hollings and EPP USP Mentor Surveys: Federal employees and affiliate scientists who mentor Hollings and EPP USP scholars are surveyed at the end of the internship period. A total of 144 survey responses (estimating 1 mentor per student scholar and adjusted for non-response) is estimated annually. Completion of each survey is estimated to take 30 minutes.

Table 1: Respondent, Burden, Cost Chart. Student hourly rates were set in accordance with student intern pay within the NOAA Office of Education. Hourly rates for professors, scientists, resource management professionals and other federal employees were estimated using hourly wage tables from the Bureau of Labor and Statistics⁵ website.

Student = \$15.00

Physical Science Teacher, Postsecondary (25-1050) - Annual Median Wage \$95,520; \$95,520/2,087 hours = \$45.77 hourly wage rate

Federal Employees/Scientists (19-2000, Physical Scientists)

Scientists, Resource Management Professionals, Faculty - \$45.77 (faculty) + \$50.03 (scientist) = \$95.80/2 = \$47.90

Other Office & Administrative Support Workers (43-9000)

Information Collection	Type of Respondent (e.g., Occupational Title)	# of Respondents (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hrs / Response (d)	Total Annual Burden Hrs (e) = (c) x (d)	Hourly Wage Rate (for Type of Respondent) (f)	Total Annual Wage Burden Costs (g) = (e) x (f)
Undergraduate Scholarship Programs Application	Student	850	1	850	12	10,200	\$ 15.00	\$ 153,000
Undergraduate Scholarship Programs Application - References	Physical Science Teacher, Postsecondary 25-1050	1,700	1	1,700	1	1,700	\$ 45.77	\$ 77,809
Undergraduate Scholarship Programs Student Surveys	Student	96	2	192	0.50	96	\$ 15.00	\$ 1,440
Undergraduate Scholarship Programs Mentor Surveys	federal employees, scientists 19-2000	144	2	288	0.50	144	\$ 50.03	\$ 7,204
Undergraduate Scholarship Programs Travel Request Forms	Student	160	4	640	0.50	320	\$ 15.00	\$ 4,800
Undergraduate Scholarship Programs Onboarding and Student Information Form	Student	160	1	160	0.25	40	\$ 15.00	\$ 600
Student Scholarship Training Record (SSTR) Form	Student	160	5	800	0.50	400	\$ 15.00	\$ 6,000
Voluntary Alumni Update System (VAUS) Form	Scientists, Resource Management Professionals, Faculty	73	1	73	0.25	18	\$ 47.90	\$ 862
Student Tracker Forms	Other Office & Administrative Support Workers (43-9000)	4	2	8	28	224	\$ 22.09	\$ 4,948
EPP GFP Application	Student	8	1	8	12	96	\$ 15.00	\$ 1,440
EPP GFP Application - References	Physical Science Teacher, Postsecondary 25-1050	24	1	24	1	24	\$ 45.77	\$ 1,098
Totals		3,379		4,743		13,262		\$ 259,201

5 <https://data.bls.gov/oes/#/industry/000000>

13. Provide an estimate of the total annual recordkeeping/reporting cost burden to the respondents resulting from the collection (excluding the value of the burden hours in Question 12 above).

OEd furnishes paper applications to prospective scholars upon request in the event that they cannot access the web-based form. OEd expects to receive at most two mailed undergraduate and graduate scholarship program applications annually, though no requests were received this past year. It is estimated that it will cost each applicant a maximum of \$25 for photocopying and mailing of the application packages (if FedEx is used), with a total possible cost of \$25 per mailed application package.

Information Collection	# of Respondents (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Cost Burden / Respondent (h)	Total Annual Cost Burden (i) = (c) x (h)
Undergraduate Scholarship Programs Application	850	1	850	\$25 if mailed	\$50 for 2 mailed applications
Undergraduate Scholarship Programs Application - References	1,700	1	1,700	\$0	\$0
Undergraduate Scholarship Programs Student Surveys	96	2	192	\$0	\$0
Undergraduate Scholarship Programs Mentor Surveys	144	2	288	\$0	\$0
Undergraduate Scholarship Programs Travel Request Forms	160	4	640	\$0	\$0
Undergraduate Scholarship Programs Onboarding and Student Information Form	160	1	160	\$0	\$0
Student Scholarship Training Record (SSTR) Form	160	5	800	\$0	\$0
Voluntary Alumni Update System (VAUS) Form	73	1	73	\$0	\$0
Student Tracker Forms	4	2	8	\$0	\$0
EPP GFP Application	8	1	8	\$0	\$0
EPP GFP Application - References	24	1	24	\$0	\$0
TOTALS			4,743		\$50

14. Provide estimates of annualized cost to the Federal Government.

The Commerce Alternative Personnel System (CAPS)⁶ Rest of U.S. locality rates were used to determine the base salary. The Rest of U.S. locality was used since NOAA staff are geographically dispersed. The upper bound for Interval 3 of each Pay Band was used as the base salary and a multiplier of 1.5 was used to calculate the loaded salary.

Cost Descriptions	Grade/Step	Loaded Salary /Cost	% of Effort	Fringe (if Applicable)	Total Cost to Government
Federal Oversight					
Other Federal Positions	ZP-IV (GS-13)	\$ 245,271	30.04%		\$ 73,679
Contractor Cost					
Travel					
Other Costs: Printing					\$ 1,000
TOTAL					\$ 74,679

⁶ <https://www.commerce.gov/sites/default/files/2026-01/CAPS%20Standard%20Pay%20Tables%202026.pdf>

15. Explain the reasons for any program changes or adjustments.

Changes:

- Travel Request forms are being added to the collection in order to assess compliance with travel policies.
- Onboarding forms are needed to update contact information in order to maintain communications with scholars.
- The Hollings Preparation Program (HPP) was a paid internship program that began in 2019 and ended in February 2025. All HPP collection instruments are being removed from this collection as the program has ended.
- The Optional Demographic Data Collection is being removed due to Administration directives rescinding previous Executive Orders centered around DEIA initiatives.
- The Undergraduate Scholarship Program Applicant Survey is being removed due to loss of evaluation staff and capacity to implement the survey and analyze the data.

Adjustments: New estimates are based on actual responses received during the last annual application and program cycle.

Information Collection	Respondents		Responses		Burden Hours		Reason for change or adjustment
	Current Renewal / Revision	Previous Renewal / Revision	Current Renewal / Revision	Previous Renewal / Revision	Current Renewal / Revision	Previous Renewal / Revision	
Undergraduate Scholarship Programs Application	850	750	850	750	10,200	9,000	Adjustment: More applicants are expected.
Undergraduate Scholarship Programs Application - References	1,700	1,500	1,700	1,500	1,700	1,500	Adjustment: More applicants are expected.
Undergraduate Scholarship Programs Student Surveys	96	144	192	432	96	108	Adjustment: Reduced number of surveys from 3 to 2 per year.
Undergraduate Scholarship Programs Mentor Surveys	144	144	288	288	144	144	
Undergraduate Scholarship Programs Travel Request Forms	160	0	640	0	320	0	Change: The addition of forms to provide oversight over travel requests aligned with policy.
Undergraduate Scholarship Programs Onboarding and Student Information Form	160	0	160	0	40	0	Change: The addition of form to provide updated contact information.
Student Scholarship Training Record (SSTR) Form	160	160	800	800	400	400	
Voluntary Alumni Update System (VAUS) Form	73	56	73	56	18	6	Adjustment: Increase in alumni pool.
Student Tracker Forms	4	4	8	8	224	224	
EPP GFP Application	8	8	8	8	96	96	
EPP GFP Application - References	24	24	24	24	24	24	
HPP Intern Application	0	60	0	60	0	60	Removed from collection.

HPP Intern Exit Survey	0	9	0	9	0	2	Removed from collection.
HPP Alumni Survey	0	14	0	14	0	4	Removed from collection.
HPP Mentor Demographics Survey	0	9	0	9	0	1	Removed from collection.
HPP Mentor Exit Survey	0	9	0	9	0	2	Removed from collection.
Student Opportunities Optional Demographic Data Collection	0	750	0	750	0	188	Removed from collection.
Undergraduate Scholarship Program - Applicant Surveys	0	375	0	375	0	38	Removed from collection.
Total for Collection	3,379	4,016	4,743	5,124	13,262	11,917	
Differences	-639 (Adjustment = +333 Change = -906)		-381 (Adjustment = +45 Change = -426)		+1,345 (Adjustment = +1,280 Change = +65)		

Information Collection	Miscellaneous Costs		Reason for change or adjustment
	Current	Previous	
Undergraduate Scholarship Programs Application	\$ 50.00	\$ 50.00	Increase due to increased number of applicants.
Undergraduate Scholarship Programs Application - Reference Form	\$0	\$0	
Undergraduate Scholarship Programs - Student Surveys	\$0	\$0	Reduced number of surveys from 3 to 2 per year.
Undergraduate Scholarship Programs - Mentor Surveys	\$0	\$0	Increase due to increased number of students.
Undergraduate Scholarship Programs - Travel Request Forms	\$0	\$0	New set of forms
Undergraduate Scholarship Programs - Onboarding and Student Information Form	\$0	\$0	New form
Student Scholarship Training Record (SSTR) Form	\$0	\$0	
Voluntary Alumni Update System (VAUS) Form	\$0	\$0	Increase in alumni pool.
Student Tracker Forms	\$0	\$0	
EPP GFP Application	\$0	\$0	
EPP GFP Application - References	\$0	\$0	
HPP Intern Application	\$0	\$0	Removed from collection.
HPP Intern Exit Survey	\$0	\$0	Removed from collection.
HPP Alumni Survey	\$0	\$0	Removed from collection.
HPP Mentor Demographics Survey	\$0	\$0	Removed from collection.
HPP Mentor Exit Survey	\$0	\$0	Removed from collection.

Student Opportunities Optional Demographic Data Collection	\$0	\$25	Removed from collection.
Undergraduate Scholarship Programs - Applicant Surveys	\$0	\$0	Removed from collection.
Total for Collection	\$ 50.00	\$ 75.00	
Differences	(\$-25.00)		

16. For collections whose results will be published, outline the plans for tabulation and publication.

It is anticipated that the information collected will be disseminated to the public or used to support publicly disseminated information. The NOAA Office of Education will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response to Question 10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to Section 515 of Public Law 106-554.

The EPP and Hollings Undergraduate Scholarship Program student data (student name, research project and photographs) are posted on NOAA's Office of Education website, included in EPP newsletter articles, and submitted for press releases. The number of NOAA OEd supported students (by NOAA-scientific or technological discipline and program component) is included in Government program reports, used for program evaluation and analysis, and used for outreach and promotional purposes.

OEd may also wish to submit for publication in peer-reviewed or gray literature, articles that report the impact of NOAA education programs on national statistics on STEM education. In this event, data would be reported in anonymous and aggregate form according to occupation fields commonly used by other Federal agencies such as the National Science Foundation, Department of Education, and Census Bureau. For example, OEd may report total numbers of students graduated by NOAA mission field.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

The expiration date for this information collection will be displayed on all collection instruments.

18. Explain each exception in the certification statement.

The agency certifies compliance with [5 CFR 1320.9](#) and the related provisions of [5 CFR 1320.8\(b\)\(3\)](#).