OMB Number: 1840-0829
Revised: 4/15/26

SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION

1. **Explain the circumstances that make the collection of information necessary. What is the purpose for this information collection? Identify any legal or administrative requirements that necessitate the collection. Include a citation that authorizes the collection of information. Specify the review type of the collection (new, revision, extension, reinstatement with change, reinstatement without change). If revised, briefly specify the changes. If a rulemaking is involved, list the sections with a brief description of the information collection requirement, and/or changes to sections, if applicable.**

   We are requesting approval of a revision of the following currently approved information collection: Survey of Postgraduate Employment for the Foreign Language and Area Studies (FLAS) Fellowship Program, OMB #1840-0829.

   The Foreign Language and Area Studies (FLAS) Fellowships program is authorized by 20 U.S.C. §1122(b) and provides allocations of academic year and summer fellowships to institutions of higher education or consortia of institutions of higher education to assist meritorious undergraduate and graduate students undergoing training in modern foreign languages and related area or international studies.

   This information collection is a survey of FLAS fellows required by 20 U.S.C. §1121(d) which states, "*The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this subchapter to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary*."

   The purpose of this longitudinal survey is to measure long-term postgraduate employment, education, and training outcomes in order to adequately assess the contribution of FLAS fellows to meeting the demand for language and area studies experts in areas of national need.

   Revisions have been made to the estimated total number of responses and total burden hours to reflect the expected current number of responses and corresponding burden hours for each of the two survey components. Minor edits were made to the collections to remove outdated links and update contact information.

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.**

   This survey collects information about the postgraduate employment, education, and training of FLAS fellows, the global competencies (including language skills and area studies knowledge) acquired during their fellowship, and the extent to which receiving a FLAS fellowship may have contributed to the forementioned.

The information previously collected under this clearance was used to produce a report on the employment outcomes of FLAS fellows and their beliefs about the contribution of the fellowship to such outcomes.

The survey has two components:

a) An **Initial Intake Survey (IIS)**, which collects information about the FLAS fellowship(s) received, the employment or education outcomes of the fellows, their beliefs about the impact of receiving a (multiple) fellowship(s) on their competencies and/or employment outcomes, and demographic information about the respondents.

b) A **Follow-Up Survey (FUS)**, which includes questions meant to assess changes in employment outcomes subsequent to the intake (or previous follow-up) survey. Each fellow's first FUS to be conducted is planned two years after the date of the Initial Intake Survey above. This Follow-Up Survey will be administered to all FLAS fellows who responded to the Initial Intake Survey.

A link to the IIS survey will be shared with all FLAS grantee institutions, which will administer the instrument to their FLAS fellows. FUS surveys will be sent directly to respondents by program staff.

3. **Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision of adopting this means of collection. Please identify systems or websites used to electronically collect this information. Also describe any consideration given to using technology to reduce burden. If there is an increase or decrease in burden related to using technology (e.g. using an electronic form, system or website from paper), please explain in number 12.**

This information collection is 100% electronic. The survey instrument will be built in Microsoft Forms and the responses will populate in the database associated with the Forms. The resulting database will be transferred to Excel and or a different statistical analysis package for cleaning and analysis, and subsequently to PowerBI for ease of use and data visualizations.

4. **Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

There is no duplication of the information collected via this survey. No similar information is available.

5. **If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction, which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.**

   This collection does not impact small businesses or other small entities.

6. **Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

   If this survey is not conducted as described, the Department would be in violation of 20 U.S.C. §1121(d).

7. **Explain any special circumstances that would cause an information collection to be conducted in a manner:**

   - **requiring respondents to report information to the agency more often than quarterly;**

   - **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

   - **requiring respondents to submit more than an original and two copies of any document;**

   - **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

   - **in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of study;**

   - **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**

   - **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or that unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**

- **requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances that would require the information collection to be conducted in any of the ways described above.

8. **As applicable, state that the Department has published the 60 and 30 Federal Register notices as required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

   Include a citation for the 60 day comment period (e.g. Vol. 84 FR ##### and the date of publication). Summarize public comments received in response to the 60 day notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. If only non-substantive comments are provided, please provide a statement to that effect and that it did not relate or warrant any changes to this information collection request. In your comments, please also indicate the number of public comments received.

   For the 30 day notice, indicate that a notice will be published.
   Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

   Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years – even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

   The Department will publish 60-day and 30-day notices for public comment as required. Staff will review and respond to comments received during these periods.

   The Department has consulted with persons outside the agency to obtain their views on the survey, including representatives of those from whom the information is to be obtained (i.e., grantee institutions receiving FLAS allocations).

9. **Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees with meaningful justification.**

   No payments or gifts are provided to respondents.

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

information (PII) is being collected, a Privacy Act statement should be included on the instrument. Please provide a citation for the Systems of Record Notice and the date a Privacy Impact Assessment was completed as indicated on the IC Data Form. A confidentiality statement with a legal citation that authorizes the pledge of confidentiality should be provided.[1] If the collection is subject to the Privacy Act, the Privacy Act statement is deemed sufficient with respect to confidentiality. If there is no expectation of confidentiality, simply state that the Department makes no pledge about the confidentiality of the data. If no PII will be collected, state that no assurance of confidentiality is provided to respondents. If the Paperwork Burden Statement is not included physically on a form, you may include it here. Please ensure that your response per respondent matches the estimate provided in number 12.

A Privacy Act Statement and a Paperwork Burden Statement are included on the survey instrument. There is currently a SORN for this collection (FR Vol. 64, No. 107, p. 30173-30175).

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. The justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

This collection does not include any questions of a sensitive nature.

12. **Provide estimates of the hour burden for this current information collection request. The statement should:**

- **Provide an explanation of how the burden was estimated, including identification of burden type: recordkeeping, reporting or third party disclosure. Address changes in burden due to the use of technology (if applicable). Generally, estimates should not include burden hours for customary and usual business practices.**
- **Please do not include increases in burden and respondents numerically in this table. Explain these changes in number 15.**
- **Indicate the number of respondents by affected public type (federal government, individuals or households, private sector – businesses or other for-profit, private sector – not-for-profit institutions, farms, state, local or tribal governments), frequency of response, annual hour burden. Unless directed to**

[1] Requests for this information are in accordance with the following ED and OMB policies: Privacy Act of 1974, OMB Circular A-108 – Privacy Act Implementation – Guidelines and Responsibilities, OMB Circular A-130 Appendix I – Federal Agency Responsibilities for Maintaining Records About Individuals, OMB M-03-22 – OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, OMB M-06-15 – Safeguarding Personally Identifiable Information, OM:6-104 – Privacy Act of 1974 (Collection, Use and Protection of Personally Identifiable Information)

do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable.

- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burden in the table below.**
- **Provide estimates of annualized cost to respondents of the hour burdens for collections of information, identifying and using appropriate wage rate categories. Use this site to research the appropriate wage rate. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14. If there is no cost to respondents, indicate by entering 0 in the chart below and/or provide a statement.**

Provide a descriptive narrative here in addition to completing the table below with burden hour estimates.

Estimated Annual Burden and Respondent Costs Table

Information Activity or IC (with type of respondent)	Sample Size (if applicable)	Respondent Response Rate (if applicable)	Number of Respondents	Number of Responses	Average Burden Hours per Response	Total Annual Burden Hours	Estimated Respondent Average Hourly Wage	Total Annual Costs (hourly wage x total burden hours)
Initial Intake Survey	N/A	N/A	2,000	2,000	0.25	500	$23.42	$11,710
Follow-Up Survey	N/A	N/A	8,000	8,000	0.10	800	$23.42	$18,736
Annualized Totals	x	x	10,000	10,000	x	1,300	x	$30,446

Under the currently approved longitudinal survey, the initial survey requires 15 minutes to complete, while the subsequent follow-up surveys necessitate 6 minutes per respondent. The FUS contains questions only about the most recent changes to FLAS fellowships received and jobs held and is therefore easy and quick to complete, thus increasing the likelihood of responses being submitted and the accuracy of responses.

Staff have estimated that approximately 2,000 FLAS fellowships are awarded per year. Therefore, we expect approximately 2,000 respondents who are new participants in the program to complete the initial survey each year.

In previous studies, we attempted to survey FLAS fellows who graduated from their degree programs in the eight-year period preceding the time of the survey. Since fellows will be asked to complete the follow-up survey every other year, this would mean that we are surveying four years of fellows in any given cycle. Assuming approximately 2,000 fellows per year times four years of fellows in each survey cycle, we expect approximately 8,000 respondents who are previous participants in the program to complete the follow-up survey each year.

Initial Intake Survey: 2,000 respondents x .25 hours = 500 hours total per year

Follow-Up Survey: 8,000 respondents x .10 hours = 800 hours total per year

Total average annual burden: 1,300 hours / 10,000 respondents = .13 hours or 7.8 minutes average burden per response

The estimated respondent hourly wage is based on wage data from the Bureau of Labor Statistics. The mean hourly wage for Office and Administrative Support Workers, All Other was $23.42 as reported in May 2024 by the U.S. Department of Labor, Bureau of Labor and Statistics, at the link provided. This is the most appropriate labor category for the likely respondents. The total annual burden hours at this rate represents $30,446.

13. **Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)**

- **The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and acquiring and maintaining record storage facilities.**

- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**

- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices. Also, these estimates should not include the hourly costs (i.e., the monetization of the hours) captured above in Item 12.**

  There are no costs to respondents or record keepers associated with this collection.

  Total Annualized Capital/Startup Cost : $0.00
  Total Annual Costs (O&M) : $0.00
  Total Annualized Costs Requested : $0.00

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

The table below presents the estimated annualized cost to the Federal government. For each category of expenses, we approximated the number of hours for each category of staff involved in the collection, including clearance, design, administration, data gathering, cleaning and analysis, and drafting of the final report for this proposed collection. Wage rates are based on the General Schedule published by the Office of Personnel Management. No operational expenses (such as equipment, overhead, printing, and support staff) are required.

Annualized Cost to Federal Government

Activity	Staff Hours	Wage/hour ($)	Annual Cost
Clearance of information collection	40	$58.35	$2,334.00
Building survey in Microsoft Forms	60	$58.35	$3,501.00
Distribution of surveys to grantee institutions	10	$58.35	$583.50
Technical assistance to grantee institutions	80	$58.35	$4,668.00
Collection of survey responses	20	$58.35	$1,167.00
Cleaning of data from responses	40	$58.35	$2,334.00
Data analysis and visualization	80	$58.35	$4,668.00
Drafting survey report	20	$58.35	$1,167.00
Total Cost:	350	N/A	$20,422.50

15. Explain the reasons for any program changes or adjustments. Generally, adjustments in burden result from re-estimating burden and/or from economic phenomenon outside of an agency's control (e.g., correcting a burden estimate or an organic increase in the size of the reporting universe). Program changes result from a deliberate action that materially changes a collection of information and generally are result of new statute or an agency action (e.g., changing a form, revising regulations, redefining the respondent universe, etc.). Burden changes should be disaggregated by type of change (i.e., adjustment, program change due to new statute, and/or program change due to agency discretion), type of collection (new, revision, extension, reinstatement with change, reinstatement without change) and include totals for changes in burden hours, responses and costs (if applicable).

Provide a descriptive narrative for the reasons of any change in addition to completing the table with the burden hour change(s) here.

Total responses and total burden hours have been updated to reflect the expected current number of responses and corresponding burden hours for each of the two survey components. The total number of responses has increased while the total burden has decreased due to a shift in responses towards the follow-up survey, which has a lower average burden time than the initial survey and therefore causes the overall burden to drop despite the increase in responses.

	Program Change Due to New Statute	**Program Change Due to Agency Discretion**	**Change Due to Adjustment in Agency Estimate**
Total Burden (hours)			-200
Total Responses (number)			2,000
Total Costs, if applicable ($)			

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The table below presents the sequence of events related to this collection. Timeframes for each step in the process have not yet been determined.

Action	Participants
Development/updating of survey instruments in Microsoft Forms for the electronic collection of information	Program Staff
Testing of Initial Intake Survey (IIS) instrument	Program Staff
Informing and training FLAS Program Coordinators at grantee institutions to distribute surveys to fellows	Program Staff FLAS Program Coordinators
Distributing IIS to FLAS Fellows	Program Staff FLAS Program Coordinators
Collecting responses and monitoring entries	Program Staff FLAS Program Coordinators
IIS closes	
Data cleaning	Program Staff
Data analysis	Program Staff
Drafting FLAS Survey report	Program Staff
Clearance and publication of report	Program Staff
Further analysis of data, as needed for internal purposes	Program Staff
Testing of Follow-Up Survey (FUS) instrument	Program Staff
Distributing FUS to respondents to FLAS Fellows	Program Staff FLAS Program Coordinators
Collecting responses and monitoring entries	Program Staff FLAS Program Coordinators
FUS closes	
Data cleaning	Program Staff
Data analysis	Program Staff
Drafting FLAS Survey report	Program Staff
Clearance and publication of report	Program Staff
Further analysis of data, as needed for internal purposes	Program Staff

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

The expiration date for OMB approval of the information collection will be displayed as required.

18. Explain each exception to the certification statement identified in the Certification of Paperwork Reduction Act.

No exceptions to the certification statement are sought.