

B. Collections of Information Employing Statistical Methods

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used.

The information collected will be used for collection development activities rather than to produce estimates about populations. For the most part, the small-scale testing activities undertaken as part of this clearance will involve purposive or quota samples, with respondents selected either to cover a range of demographic subgroups or to include specific characteristics related to the topic of the survey. In some instances, a statistically representative probability sample may be drawn, such as for mail surveys or to permit statistical comparisons about the effectiveness of alternative procedural treatments. A description of the plans for selecting respondents for each individual test will be provided to OMB at the time the development activities are submitted for approval.

2. Describe the procedures for the collection of information.

Data collection procedures for the testing conducted under this clearance will be varied, and will most likely include group administration, personal visits, telephone interviews, CATI/CAPI, mail surveys, in-person or virtual interviews, web-based surveys, and in-person or virtual focus groups. Statistical results will generally be limited to response rates, item nonresponse rates, frequency distributions of data items, reliability estimates, and analysis of behavior coding and respondent debriefing data. More specific information about data collection procedures will be contained in the description provided to OMB at the time the development activities are submitted for approval.

3. Describe methods to maximize response rates and to deal with issues of non-response.

In general, callbacks will be used to maximize response rates in personal visit or telephone field tests; reminder phone calls, letters, emails, or second questionnaires will be used to maximize response rates in group administration, mail, and web-based surveys. Part A of the supporting statement provides information on the possible use of incentives for cognitive interviews and focus groups. Reminder phone calls, emails, and/or letters to participants will be used to encourage them to keep their appointments. Tallies will be kept of the number of nonrespondents to all testing activities. More specific information about the specific methods used to maximize response will be contained in the description provided to OMB at the time the development activities are submitted for approval.

4. Describe any tests of procedures or methods to be undertaken.

This submission for an agency generic information clearance consists of tests of data collection instruments and survey/assessment procedures. We expect that all the development activities conducted under this clearance will result in more refined and clearer questionnaires and/or data collection procedures and thus reduced respondent burden.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s) or other person(s) who will actually collect and/or analyze the information for the agency.

Advice on statistical aspects of each individual research effort will be sought as the testing program proceeds. Staff from NIJ's Office of Crime Prevention and Youth Justice will have primary responsibility for data collection and analysis. The specific research project will also determine

whether the data will be collected by NIJ or through a contractor. Mr. Benjamin Adams is the contact for general questions about NIJ data collection activities submitted to OMB for approval on behalf of OJJDP. Other contact persons for questions regarding data collections and statistical aspects of the design will be provided to OMB at the time the development activities are submitted for approval. NIJ contacts for the generic clearance include:

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