DOCUMENTATION FOR THE GENERIC CLEARANCE FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT

TITLE OF INFORMATION COLLECTION:

[ ] INTERVIEWS
[ ] SMALL DISCUSSION GROUPS
[ ] FOCUS GROUPS
[ ] QUESTIONNAIRES
[ ] OTHER (EXPLAIN:)

DESCRIPTION OF THIS SPECIFIC COLLECTION

1. **Intended purpose**

2. **Need for the collection**

3. **Planned use of the data**

4. **Date(s) and location(s)**

5. **Collection procedures**

6. **Number of collections (e.g., focus groups, surveys, sessions)**

7. **Description of respondents/participants**

8. **Description of how results will be used**

9. **Description of how results will or will not be disseminated and why or why not**

AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE – NONE

BURDEN HOUR COMPUTATION *(Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours):*

Category of Respondent	No. of Respondents	Participation Time	Burden

BURDEN COST COMPUTATION

Category of Respondent	No. of Respondents	Hourly Rate	Response Time	Total

OTHER SUPPORTING INFORMATION

REQUESTED APPROVAL DATE:
NAME OF CONTACT PERSON:

TELEPHONE NUMBER:

DEPARTMENT/OFFICE/BUREAU: