

Request for Approval under the “Administration for Strategic Preparedness and Response—Office of Strategy, Policy, Planning, and Requirements Generic Clearance for the National Strategy for a Resilient Public Health Supply Chain”

(OMB Control Number: XXXX-XXXX)

A. TITLE OF INFORMATION COLLECTION: [Provide the name of the collection that is the subject of the request.]

1. **PURPOSE:** [Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.]

2. **DESCRIPTION OF RESPONDENTS** [Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.]

3. **TYPE OF COLLECTION:** (Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.)

☐ Informed consent

☐ Supply chain questionnaires

☐ Demographics standardized questionnaire

☐ Knowledge-based questionnaires

☐ Cognitive questionnaire

☐ Interviews and focus groups

☐ Formative interview and focus groups

☐ Other: _____

☐ Town hall and public meetings

4. **CERTIFICATION:** Please read the certification carefully. If you incorrectly certify, OMB will return the generic as improperly submitted or it will be disapproved.

I certify the following to be true:

- a) Information gathered may not directly inform influential public policy decisions as defined by OMB. Information may also inform the development of ASPR’s and the National Strategy interagency team’s future intramural and extramural research projects, which could in turn inform influential public policy decisions;¹
- b) Information collections will not be designed or expected to yield statistically reliable results or used as though the results are generalizable to the broader population;

¹ As defined in OMB and a agency Information Quality Guidelines, “influential” means that “an agency can reasonably determine that dissemination of the information will have or does have a clear and substantial impact on important public policies or important private sector decisions.”

- c) The collections are voluntary;
- d) The collections are low-burden for respondents (based on considerations of total burden hours, total number of respondents, or burden-hours per respondent) and are low-cost for both the respondents and the federal government;
- e) The collections do not raise issues of concern to other federal agencies; and
- f) Any collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the near future.

Name: _____

To assist review, please provide answers to the following question:

5. PERSONALLY IDENTIFIABLE INFORMATION (PII): Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

- a) Is personally identifiable information (PII) collected? ☐ Yes ☐ No
- b) If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
- c) If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

6. GIFTS OR PAYMENT: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

- a) Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☐ No

7. BURDEN HOURS: Identify who you expect the respondents to be in terms of the following categories:

- 1) Individuals or households
- 2) Private sector
- 3) State, local, or tribal governments; or
- 4) Federal government

Provide the burden hours for the information collection in the table below.

- Only one type of respondent can be selected per row.
- **No. of Respondents:** Provide an estimate of the number of respondents

- **Participation Time:** Provide an estimate of the amount of time required for a respondent to participate (e.g., fill out a survey or participate in a focus group)
- Multiply the number of respondents and the participation time to calculate the number of burden hours. Examples are provided in table.

Type of Respondent	No. of Respondents	Participation Time (in hours)	Burden
<i>Example: Private Sector</i>	50	45/60	37.5
<i>Example: State governments</i>	25	1	25
Totals			

8. **RESPONDENT COST:** If applicable, provide an estimate of the cost to respondents or recordkeepers resulting from the collection of information. The cost estimate should be split into two components:

- a) a total capital and start-up cost component (annualized over its expected useful life)
- 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.

If cost estimates are expected to vary widely, present ranges of cost burdens and explain the reasons for the variance.

The estimated cost to the respondents is _____

9. **FEDERAL COST:** Provide an estimate of the cost to the Federal government. This can include a 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.

The estimated cost to the Federal government is _____

10. **PLANS FOR TABULATION AND PUBLICATION:** For collections of information whose results will be published, outline plans for tabulation and publication. Provide the time schedule for the project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

B. STATISTICAL METHODS: If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents: Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? ☐ Yes ☐ No

If the answer is yes, please provide a description of both below (or attach the sampling plan). If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.

[insert description]

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g., for surveys) or facilitators (e.g., for focus groups) used.

1. How will you collect the information? (Check all that apply)

- ☐ Web-based or other forms of social media
- ☐ Telephone
- ☐ In-person
- ☐ Mail
- ☐ Other (Explain) _____

2. Will interviewers or facilitators be used? ☐ Yes ☐ No

Please make sure that all instruments, instructions, and scripts are submitted with the request