
Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)

TITLE OF INFORMATION COLLECTION: Student Service Peer Reviewer Interest Form

PURPOSE:

The Office of Postsecondary Education - Higher Education Programs' Student Service Division grant programs are competitive discretionary grant programs. The programs are authorized under Title IV, Part A, Subpart 2 & 7, of the Higher Education Act of 1965 (HEA), as amended by [20 U.S.C.] of the Higher Education Opportunity Act of 2008 (HEOA).

A grant, as defined by the Department of Education's (Department) Handbook for the Discretionary Grant Process (Handbook), is an award of financial assistance in the form of money, or property in lieu of money, by the Federal government to an eligible grantee, usually made on the basis of a competitive review.

As described in approved technical review plans, each application will be reviewed by a panel of three non-federal reviewers, as required by the HEA, as amended (HEOA).

The purpose of this form is to provide a uniform sign-up sheet that can be used at education fairs, conferences, and workshops, with the purpose being to disseminate the link to the Department's grants management system (G5) to potential reviewers.

For potential reviewers to be added to the official reviewer pool, they must complete an application in G5. The form will also provide supporting analysis of Student Service's reviewer recruitment efforts. Items in the form are derived from approved technical review plans:

Specifically, peer reviewers with one or more of the following qualifications, with consideration to other required demographics, will make up the eligible pool from which final selections will be made:

- Knowledge and experience in program evaluation;
- Experience in designing, administering, or coordinating educational programs for economically disadvantaged students at the secondary and/or postsecondary level and for adults;
- Knowledge and experience in various methods and approaches of effective program development in an academic environment; and
- Experience in reviewing student service applications.

DESCRIPTION OF RESPONDENTS: Respondents are educators and experts in the field of education, including higher education. Respondents will receive the sign-up form at education conferences and fairs, either in person or virtually.

TYPE OF COLLECTION: (Check one)

☐ Customer Comment Card/Complaint Form ☐ Customer Satisfaction Survey

☐ Usability Testing (e.g., Website or Software) ☐ Small Discussion Group
☐ Focus Group ☒ Other: Sign-Up Sheet

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The 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 future.

Name: Alexandra L. Bolden

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☒ Yes ☐ No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? ☒ Yes ☐ No
3. If Applicable, has a System or Records Notice been published? ☐ Yes ☒ No

A Privacy Notice has been included with the form, as it collects Personally Identifiable Information such as name and contact information. A System of Records Notice is not required nor is a Privacy Impact Assessment.

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	400	15 minutes	100 hours
Totals	400	15 minutes	100 hours

FEDERAL COST: The estimated cost to the Federal government varies each year in relation to the contract tasks, as indicated below.

- The total estimated cost for each FY is \$0.

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

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?

Respondents are educators and experts in the field of education, including higher education. Respondents will receive the sign-up form at education conferences and/or fairs either in person or virtually.

Administration of the Instrument

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.