

**OMB Justification Statement  
Institute of Museum and Library Services  
Partnership for a Nation of Learners (PNL) Evaluation  
Applicants**

**A. Justification**

1. *Explain the circumstances that make the collection of information necessary.*

In 2003, Congress reauthorized the Museum and Library Services Act (P.L. 108-81), reaffirming the vital role that museums and libraries play in our communities. The Institute of Museum and Library Services (IMLS) statutory mission includes encouraging and assisting museums in their educational roles and strengthening library service to the public.

To maximize impact and resources, IMLS has long encouraged partnerships among museums, libraries, and other community organizations, including public broadcasters. In 2004, IMLS entered into agreement with the Corporation for Public Broadcasting to serve as programmatic and fiscal partners for a new initiative—Partnership for a Nation of Learners (PNL). PNL, through a grant program and a range of professional development resources, IMLS and CPB expect that as a result of PNL museums, libraries, and public broadcasters, will:

- collaborate more frequently
- design and deliver projects that contribute significantly to solving or addressing community needs
- develop skills and knowledge required for effective collaboration, and
- enjoy an enhanced perception of public value by key stakeholders

In rounds one and two of the PNL grants process, IMLS received 200 eligible applications, 19 of which received funding. This evaluation will focus on the 181 applicants who did not receive funding, and give them an opportunity, via a survey, to provide feedback to IMLS about the PNL application process. The evaluation will also yield information on what applicants learned through the application process, their current partnering activity, and their future interest in learning more about effective partnering.

2. *Indicate how, by whom, and for what purpose the information is to be used.*

This information will be gathered and analyzed by EmcArts Inc., the organization contracted by CPB to conduct the PNL evaluation. The information will help IMLS and CPB to: 1) identify areas for improvement in PNL professional development, 2) determine the level of interest/need for the initiative within key stakeholder groups, and 3) assess the initiative's contribution to meeting the agencies' missions and achieving the

intended outcomes of the PNL initiative.

3. *Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical or other technological collection techniques...*

An on-line survey will reduce mailing and printing costs, and will significantly reduce reporting time and the cost to the government for data entry, tabulation, and analysis.

Each applicant (181) who did not receive a PNL grant award will receive an electronic invitation to complete an online survey. The survey will be hosted by a professional-level subscription to SurveyMonkey ([www.surveymonkey.com](http://www.surveymonkey.com)); the survey is at [www.survey.com/s.asp?u=705271750505](http://www.survey.com/s.asp?u=705271750505) (2005 applicants) and <http://www.surveymonkey.com/s.asp?u=817791957897> (2006 applicants). Both surveys will be conducted at the same time. They have been separated to facilitate survey communication and identification of any differences between 2005 and 2006 applicants and their experiences. SurveyMonkey is a commercial product used successfully by IMLS for internal staff surveys and by contractors surveying IMLS grantees and stakeholders. All PNL applicants received PNL communications on-line from IMLS, and we have valid e-mail addresses for each. We will offer to mail a paper survey at the request of any respondent, but these applicants are both technologically sophisticated and well-resourced for responding to an on-line survey.

4. *Describe efforts to identify duplication.*

This is a one-time survey of a specific group of organizations who applied for a grant in PNL in one or two of two specific years. No further surveying of this group is planned.

5. *If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.*

No small businesses are included in the survey universe. The universe of respondents includes museums, libraries, and public broadcasters. The responding entity will choose the most convenient format (on-line or, if needed, paper). Respondent burden will be minimized by a limited number of questions and a well-designed questionnaire that provides, for the large majority of questions, a menu of close-ended answer options (often in the form of drop-down boxes).

6. *Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently...*

Without this data IMLS and CPB lack valid information on which to base future decisions about program improvements.

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

Not applicable. There are no special circumstances.

8. *If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize*

*public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.*

The Federal Register notice for this evaluation was published on July 20, 2006, Volume 71, Number 139, Notices, page 41261-41262; from Federal Register Online via GPO Access [wais.access.gpo.gov]. A copy of the Federal Register publication is attached. No public comments were received.

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

Not applicable.

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

SurveyMonkey encryption procedures will protect confidentiality for the survey and response process.

Respondents will have the option of voluntary self-identification, but this will not be required for survey participation. EmcArts is contractually obligated to provide a high level of confidentiality in its data collection, analysis, and reporting. No individual responses will be shared with IMLS or CPB without written approval from the respondent obtained by the contractor. Except in these rare cases, data will be shared with IMLS and CPB only in the aggregate. IMLS will not discuss the data collection or individual respondents' data outside the agency, and will discuss them within the agency only as necessary to assure thorough, accurate understanding of the data. IMLS will not release information about individual respondents or their responses without obtaining respondents' permission. Respondents will be informed about these protections.

While direct quotes and responses may be reported, no identifying information will accompany the report unless respondent permission is obtained. All identifying information will be stored on the SurveyMonkey site in password-protected computer files. All survey data will be stored on that site and in IMLS's well-secured federal computers. Hard copies will not be made. All original data and identifying information will be deleted from the SurveyMonkey site at the completion of the evaluation. Other raw data will be downloaded and archived on IMLS's computers.

11. *Provide additional justification for any questions of a sensitive nature.*

No questions of a personal or sensitive nature will be asked.

12. *Provide estimates of the hour burden of the collection of information.*

We anticipate an 80% response rate from 181 participants (145 responses). The paper format included in this application is a printed version of the survey as it appears online on the respondent computer screen. The total hour burden for all 145 responses, at 20 minutes each, would be 48 hours or less.

Annualized cost to respondents for the hour burden is estimated at \$1,519 for all respondents. This is based on the averaged hourly wage for professions represented in this program: museum directors and curators, librarians, and technical professionals (\$31.64, based on statistics from the Bureau of Labor Statistics) multiplied by the total hour burden of 48 hours.

13. *Provide an estimate of the total annual cost burden to respondents or record-keepers resulting from the collection of information.*

There is no cost burden to respondents. Participants will not be required to purchase or use any special equipment or services. Requested information is available from normal record-keeping activities of the respondents from whom data is sought. If any respondent prefers to respond using a paper survey, a paper version with a stamped envelope will be provided. Any cost burden experienced will be limited to the hour burden enumerated in number 12.

14. *Provide estimates of annualized cost to the Federal government.*

The total estimated cost to the Federal government is \$3,000.00. This figure covers all research and reporting expenses.

15. *Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.*

Not 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.*

Responses will be automatically tabulated when respondents submit their on-line surveys. For the anticipated very small number of respondents who use the paper survey, answers will be manually keyed into the database at the conclusion of the fixed data collection period.

Simple, standard statistical analysis will be used to compare respondent groups (based on

professional category) to each other, and to compile data for like groups. Statistical methods are described in more detail in *Section B: Collections of Information Employing Statistical Methods*.

Proposed schedule for data collection and preparation of articles:

Administer Survey	October 20-November 20, 2006
Analyze Survey Responses	November 20-December 20, 2006
Prepare Report	December 10-December 31, 2006

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.*

Not applicable. The expiration date will be displayed.

18. *Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.*

Not applicable.

### ***Section B: Collection of Information Employing Statistical Methods***

#### *1. Respondent universe and sampling.*

The potential respondent universe is all 181 applicants to the PNL grant program who did not receive a grant. This program evaluation will not use sampling methodology.

We anticipate a response rate of 80% for the data collection; producing a return of approximately 145 responses.

#### *2. Procedures for the collection of information.*

All participants will receive an electronic invitation to participate in the electronic survey, with detailed instructions and an option to request a paper form. The data collection period will be 1 month. Each survey recipient will receive 2 reminders at 1-week intervals.

#### *3. Methods to maximize response rate.*

EmcArts will take several steps to maximize the response rate. This online survey provides a menu of responses for many questions, often in easy-to-answer drop-down boxes. Limited narrative responses are sought.

Industry experience suggests that on-line surveys (broadly) produce higher response rates and faster response times, suggesting reduced burden on respondents. For respondents who indicate a preference for written response, EmcArts will mail a paper copy of the survey with a return envelope. Additional strategies to maximize response rate include:

- Use of current e-mail addresses or postal mailing addresses for each program applicant, confirmed by contact.
- The telephone number and e-mail address of the responsible EmcArts staff member will be included in the survey, so that respondents will have a contact if they have any questions.
- Two electronic reminders will be sent at 1-week intervals.

4. *Tests of procedures or methods.*

The questionnaire was reviewed by IMLS and CPB staff and revised after the review. Because the survey is intended for a small universe that, in most instances, is familiar with IMLS, CPB, and the PNL program under evaluation, and because the findings are not intended to extend to other programs or to inform large-scale policy decisions, no pilot of the survey has been carried out. The revised survey is included in this OMB submission.

5. *Individuals consulted on statistical aspects of the design.*

Not applicable. Statistical analysis will be limited to simple arithmetic functions and filters provided by the commercial survey provider, SurveyMonkey.