

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL

1. Respondent universe, sampling, or other selection procedures.

The information gathered will be used mainly for questionnaire development and other research. The studies will cover a broad range of topics designed to improve EIA's data collection surveys. Small samples of respondents/participants will be selected and studies will be conducted.

2. Procedures for collecting the information - Estimation procedures.

Staff members will conduct these activities or closely monitor contractor efforts covered by the clearance. Questions asked will be analyzed as to intent and clarity. Terms used will be evaluated as to meaning. The instructions will be analyzed to see that they reflect the desired intention, and the questionnaires being developed will be closely scrutinized and improved. Specific estimation procedures, when used, will be described when we notify OMB as to actual studies conducted under this clearance.

3. Methods to maximize response rates and to deal with statistical issues of nonresponse.

In general, callbacks will be used to maximize response rates in personal visit or telephone interviews; reminder phone calls or letters or second questionnaires will be used to maximize response rates in mail surveys. E-mail nonresponse follow-up may also be used to improve response rates. Various tallies will be kept of all testing activities.

4. Tests or procedures.

This submission covers tests of data collection instruments and survey procedures. EIA expects that all tests conducted under this clearance will result in simpler questionnaires and/or procedures and thus reduced respondent burden.

5. Name and telephone number of individual.

Staff from EIA's program offices will have primary responsibility for information gathering efforts; they will be assisted by staff from the Statistics and Methods Group (SMG). Questions concerning the overall effort should be directed to Ms. Grace Sutherland (SMG) on 202-586-6264.