

Supporting Statement for Paperwork Reduction Act Submissions

A. Justification

1. Section 931 (a) of the Higher Education Act of 1965, as amended, Authorizes the Secretary to award fellowships for graduate study in the arts, humanities , and social sciences by students of superior ability selected on the basis of demonstrated achievement, financial need, and exceptional promise.

Under the Jacob K. Javits Fellowship Program, individual scholars apply for fellowships. In order to judge all applications in a consistent manner at each stage of the complex review process, and to reduce the time required for the review process, it is necessary to collect the appropriate information from all individual applicants by means of a uniform application form.

The previous application form (OMB#1840-0562) will expire on February 28, 2000. Changes were made to the proposal under the authority of the Higher Education Act of 1965, as amended in 1998. The proposed application form has minor changes from the currently approved form.

2. The data requested is used by US/ED and the Jacob K. Javits Fellows Program Fellowship Board in determining the academic qualifications and suitability of the individual applicant. Failure to gather sufficient information on each individual applicant's academic background would make it impossible to properly evaluate his or her chances of actual achievement and promise of successfully completing the fellowship program.

The data requested is the minimum necessary to administer the grant in compliance with program regulations as published in the Federal Register of January 20,1999. Information gathered from the current collection is used to compile program demographics and to generate informational lists for the public. This information is used internally and to respond to Congressional inquiries.

3. In 1994, the Javits program became one of the few US/ED programs to utilize a scannable application form. This technological innovation significantly reduced the US/ED burden hours at every step of the application review process. The scannable forms have also resulted in more complete and accurate data for evaluation of the submissions and the compilation of program data. In addition, the scannable form is

the application style most familiar to graduate students. All responses are collected electronically.

4. The collection and use of this information is not duplicated in US/ED. An effort is being made to make the form as compatible as possible with other fellowship programs in the National Science foundation, the Defense Department, and various non-profit entities. This facilitates the preparation of the form by the applicant and the review of the form by the evaluators.
5. This information collection doesn't apply to small businesses or other small entities.
6. Since the grants awarded under this program are made annually, data must be collected from each new competition cycle.
7. This information collection does not include any special circumstances.
8. In recent years, institutional program directors, peer reviewers, and representatives of the graduated education community were consulted regarding availability of data and clarity of instructions of the application form.
9. No payment of gifts are provided to respondents.
10. Each respondent is informed that his or her application is reviewed by staff or US/ED and panels of scholars and academics in the arts, humanities, and social sciences selected by the Fellowship Board. Unclassified comments made by any entity or individual involved in the review process are made available to the applicant upon request.
11. No questions of a sensitive nature are asked in this report.

OMB No. 1840-0562
US/ED

12. Hour Burden of the Collection of Information

Program	Number of Respondents	Frequency of Response	Hours	Total Burden Hours
student respondent	2,000	annual	5	10,000

The burden of individual respondents is estimated at an average of 5 hours for each student. These estimates are based on feedback from the respondents during the last three competitions.

Estimated total annual cost burden to respondents

Program	Number of Respondents	Frequency of Response	Hours	Total Burden Hours	Wage	Total Cost
student respondent	2,000	annual	5	10,000	\$10/hr	\$100,000

However once the US/ED applications are completed, students and faculty use them as the basis for other fellowship applications. Therefore the Total Cost is not solely for the preparation of the Javits Program applications but reflects the cost to prepare a proposal which is then submitted to a variety of agencies and organizations for funding consideration.

13. The only costs would have been for the customary and usual business practices.

14. Estimated annualized cost to the Federal government.

Task	Cost	Hours	Number	Total cost to USG
Securing OMB approval (every 3 years)	\$25/hr	30		\$750
Forms design (every 3 years)	\$25/hr	5		\$125
Printing of 30,000 forms	\$1 ea.		30,000	\$30,000
Mailing of 30,000 forms	.80 ea.		30,000	\$24,000
Logging in, assembly of application files, and review of forms by staff (3 weeks: 4 people full-time, 2 people half-time = 600 hours)	\$25/hr	600		\$12,000
Forming review panels	\$20/hr	15		\$300
Review of forms by academic panels (honoraria, per diem, travel)	\$1,500/panelist		25	\$37,500
Cost of hotel facilities for conducting reviews	\$5,000/week		1	\$5,000

6 staff to conduct the federally supervised reviews	\$25/hr	240		\$6,000
1 staff for data entry and slate generation	\$25/hr	20		\$500
Staff for preparing funding recommendation at 3 hours per fellowship for 100 fellowships	\$25/hr	300		\$7,500
Department staff to review and approve slate	\$40/hr	5		\$200
Staff to issue awards at 1 hour per fellowship for 100 fellowships	\$20/hr	100		\$2,000
Annual monitoring and technical assistance	\$25/hr	1000		\$25,000

15. The change in burden hours is due to the fact that the estimated number of respondents has dropped. The number of burden hours per respondent remains 5 hours. Recent program history dictates that there will be approximately 2000 applicants, ~~down from the previously estimated 3,500.~~

jm

16. The Department is not planning to publish any information from this collection.

17. We will display the expiration date.

18. No exceptions are being requested.

B. Collections of Information Employing Statistical Methods

Collection does not use statistical methods.