

Instructions to Complete the Programmatic Review Form

1. Insert a title for the proposed study and include park name, if appropriate (e.g., Yosemite National Park Visitor Study). Include the date of submission of the request to NPS.
2. Summarize the proposed study with an abstract not to exceed 150 words.
3. Fill in the PI contact information. The ICRC will communicate with the PI listed here throughout the entire process. For studies in which graduate students are taking an active role, please list the faculty advisor as the PI.
4. Fill in the park or program liaison contact information; list only one park liaison for the purposes of the review process, even if a PI is conducting a multi-park study.
5. List the park(s) in which the data collection will be conducted or the park(s) for which the data is being collected.
6. List the time period in which the survey will be conducted, including specific starting and ending dates. The starting date should be at least 60 days after the submission date.
1. Check the type(s) of information collection instrument(s) that will be used. If “other,” please explain.
2. Provide details about the use of electronic devices that may be used to collect information.
9. Provide an NPS-specific need/justification for the study. Describe the purpose, goals, and utility to the program.
10. Provide a description of the survey methodology. This description must be specific and include each of the following:
 - a) the respondent universe (e.g., all adult visitors over 16 years of age to Yosemite National Park from Memorial Day to Labor Day 2012);
 - b) the sampling plan and all sampling procedures, including how individual respondents will be selected and a justification for the planned sample size;
 - c) how the instrument will be administered in the field, including follow-up procedures to increase response rates;
 - d) expected response rate and confidence levels, including a justification of the anticipated response rate by citing specific studies similar to the proposed one and their response rates;
 - e) a plan for analyzing and reporting the implications of any non-response bias detected (include a copy of your survey log, if applicable);

f) A description of any pre-testing and peer review of the methods and/or instrument.

11. Fill in the total number of initial contacts and the total number of expected respondents.

12. Fill in the estimated time to complete the initial contact and the survey instrument (in minutes).

13. Fill in the total number of burden hours. Burden hours refer specifically to interaction with the sample, including initial contact, reviewing instructions, and filling out a survey. Burden on non-respondents (such as initial contact interviews with individuals declining to participate) should be included in this total.

14. Provide a brief description of the reporting plan for the data being collected.

This might include a final technical report to the park, a briefing for park managers, a Park Science article, a peer-reviewed journal article, etc. A copy of all survey reports must be archived with the NPS Social Science Branch for inclusion in the Social Science Studies Collection.