

## OMB Language Requirement for TPP Grantee Data Collection Forms

August 2012

A special term included in the Notice of Award for OAH Teenage Pregnancy Prevention grantees states that “Grantees shall include the required OMB Paperwork Reduction Act language on all data collection tools.” For purposes of this guidance, “data collection tools” are any forms related to your evaluation, including recruitment materials, consent forms, and survey instruments.

Grantees are required to include the following language in the top right corner of all data collection tools:

Form Approved  
OMB No. 0990-0392  
Exp. Date 5/31/2015

Grantees are required to include the following language on the bottom center of the first page of all data collection tools:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0392 . The time required to complete this information collection is estimated to average *X* [*fill in minutes for particular data collection instrument*] minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.