

Attachment 1: Checklist

Attachment 2: Decision Tree Flow chart

Attachment 3: Glossary of Terms

Attachment 1¹
Checklist: Questions for Consideration
to Elaborate on Policy Criteria

This attachment provides a checklist that is designed to determine if a project meets the requirements of the Reimbursable Project Acceptance Criteria policy. The **checklist must be completed for each new reimbursable project**. Note that many questions require an affirmative answer or the project cannot be conducted, as currently configured. Project contacts should encourage potential sponsors to consider modifications to allow the project to conform to this policy. Other questions require analysis and consultation before an adequate answer can be provided. Questions with a “no” answer that requires elevation to an Associate Director or the Executive Staff are clearly indicated. A final (positive) determination is reached only after all applicable questions are considered.

Name of Project:

Lead Division:

Participating Division(s), if applicable:

Person Completing Checklist, including title and phone number:

Project Number:

BC-505-A File Reference Number:

I. Mission: Be consistent with the U.S. Census Bureau’s mission.

1. Is the project consistent with the Census Bureau’s mission statement?
 - A. If Census Bureau data collection is a part of the project, will the data be used for statistical purposes only?
☐ Yes. Continue.
☐ No. Project cannot be accepted.
☐ No. Data collection is not involved. Skip to 1.C.
 - B. Will the collection of these data allow the Census Bureau to adhere to its mission of high-quality data collection, provision, and analysis?
☐ Yes. Continue.
☐ No. Project cannot be accepted.
 - C. Will the proposed project enhance (or have a neutral effect on) the work that the Census Bureau already does (including the avoidance of any safety, productivity, or ethical impairments on the interviewing staff)?
☐ Yes. Continue.
☐ No. Project must be elevated to the Executive Staff for decision.
 - D. Does the project have the potential to enhance (or have a neutral effect on) the existing relationship with partner agencies?
☐ Yes. Continue.
☐ No. Project cannot be accepted.

¹ A user-friendly, automated version of this checklist is available from the Policy Office.

- E. Is there an identifiable legal authority for conducting the work?²
 - ☐ Yes. Continue.
 - ☐ No. Project cannot be accepted.
 - F. Has the customer fulfilled the obligations required by the legal authority?
 - ☐ Yes. Continue.
 - ☐ No. Project cannot be accepted.
 - G. Does the project have the potential to benefit the public good?
 - ☐ Yes. Continue.
 - ☐ No. A written comment is required indicating that the Division Chief has considered this issue and has determined that it nonetheless is in the Census Bureau's interest to undertake the project.
2. Is the proposed work consistent with other relevant Department of Commerce and Census Bureau policy?
- ☐ Yes. Continue.
 - ☐ No. Project cannot be accepted.

II. Bureau Reputation: Have a positive or neutral effect on the Census Bureau's reputation.

[Special Tabulations should begin at Question 3.]

- 1. Would conducting this project have a positive (or neutral) impact on the agency's reputation as a collector and provider of objective, unbiased information?³
 - ☐ Yes. Continue.
 - ☐ No. Project cannot be accepted.
- 2. Will the professional integrity of the Census Bureau be maintained (i.e., will adherence to a professional code of ethical conduct, such as American Statistical Association Ethical Guidelines for Statistical Practice, be maintained)?
 - ☐ Yes. Continue.
 - ☐ No. Project cannot be accepted.
- 3. Is the project sponsor a government agency or part of a government department that conducts domestic law enforcement or regulatory activities?
 - ☐ Yes, a government agency with such activities -- Go to Question A.
 - ☐ No, not a government agency -- Go to Question B.
 - ☐ No, a government agency with no domestic law enforcement or regulatory activities -- Skip to Question D.

² The Census Bureau can conduct work under Title 13 or 15, United States Code (U.S.C.). Title 15, U.S.C., projects also require reference to the Economy Act and, if a government data collection, the other agency's collection authority.

³ This response should consider the larger project, of which the Census Bureau's participation is only a part, if applicable (e.g., if technical assistance is for a survey conducted by another agency).

- A. Does the sponsor have clear "functional separation" between its research/statistical and domestic law enforcement or regulatory activities?
 - ☐ Yes. Skip to Question D.
 - ☐ No. A written comment is required indicating that the Division Chief has considered this issue and has determined that it nonetheless is in the Census Bureau's interest to undertake the project. Such a statement requires approval by the cognizant Associate Director.
- B. Is the project sponsor, or other parts of its organization, disassociated with partisan political activities, issue advocacy, or research that may be construed as partisan or biased?
 - ☐ Yes. Continue.
 - ☐ No. A written comment is required indicating that the Division Chief has considered this issue and has determined that it nonetheless is in the Census Bureau's interest to undertake the project.
- C. Is the project sponsor a for-profit entity? If so, will the sponsor agree to not misrepresent its relationship with the Census Bureau in a manner that conveys access to confidential Census Bureau data, the exclusivity of the relationship, and the Census Bureau's concurrence in the sponsor's findings or in any other survey?
 - ☐ Yes. Continue.
 - ☐ No. Project sponsor is not a for-profit entity. Continue.
 - ☐ No. Project sponsor does not agree. Project cannot be accepted.
- D. Is the project sponsor free from a known conflict of interest (e.g., family member of a Census Bureau decision maker)?
 - ☐ Yes. Continue.
 - ☐ No. A written comment is required indicating that the Division Chief has considered this issue and has determined that it nonetheless is in the Census Bureau's interest to undertake the project.

[Special Tabulations skip to Section IV.]

- 4. Has the Census Bureau previously worked with the project sponsor?
 - A. If yes, were any problems encountered that may have bearing on this project (e.g., a sponsor used data from a pilot project to produce unreliable national estimates)?
 - ☐ Yes. A written comment is required indicating that the Division Chief has considered this issue and has determined that it nonetheless is in the Census Bureau's interest to undertake the project.
 - ☐ No. Skip to III.
 - B. If no, does the sponsor agree to become familiar with, and abide by, critical Census Bureau principles, like statistical use only, confidentiality, statistical quality (including reuse of sample issues), and informed consent?
 - ☐ Yes. Continue.
 - ☐ No. Project cannot be accepted.

III. Resources/Infrastructure: Be feasible without jeopardizing resources and infrastructure needed to support other Census Bureau commitments.

1. Are sufficient staff and infrastructure resources available to produce a quality product without putting at risk the Census Bureau's mandated work (including considering other pending projects and any special requirements, such as a sponsor's request to use only specific staff)?
☐ Yes. Skip to B.
☐ No. Go to A.
 - A. Can sufficient resources be acquired in a timely, full cost-recovery manner⁴ in order to produce a quality product?
☐ Yes. Continue.
☐ No. Project cannot be accepted.
 - B. Once affected divisions have been informed of the scope of work, have they agreed that sufficient resources are available to meet project requirements?
 1. National Processing Center ☐ Yes or NA – Continue. ☐ No – Elevate to relevant Associate Director (AD) if the lead and participating areas are within the same directorate, or to two ADs if in separate directorates.
 2. Field ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate or to two ADs if in separate directorates.
 3. Technologies Management Office ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate, or to two ADs if in separate directorates.
 4. Information Technology Directorate, including Telecommunications and Security ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate or to two ADs if in separate directorates.
 5. Mathematical Statisticians within lead division and across the Census Bureau ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate or to two ADs if in separate directorates.
 6. Applicable Programming Staff within lead division and across the Census Bureau ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate or to two ADs if in separate directorates.
 7. Survey Methods Research Staffs ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate or to two ADs if in separate directorates.
 8. Any other area expected to support the project – Please list. ☐ Yes or NA – Continue. ☐ No – Elevate to relevant AD if the lead and participating areas are within the same directorate or to two ADs if in separate directorates.

⁴ See Policies and Procedures Manual, Chapter D-5, Budget Requirements for Reimbursable Work or Service for Other Agencies and Organizations, for guidance on full cost recovery.

2. Does the sponsor have adequate funds for the proposed project?
[] Yes. Continue.
[] No. Project cannot be accepted.
3. A. Is the project an external research project (i.e., initiated by outside individual, generally via the Center of Economic Studies (CES) or a Search Data Center)?
[] Yes. Continue to Section IV.
[] No. Continue.
- B. Can the work be done using existing core competencies (e.g., survey methods and data collection) and expertise, or will it give us skills to do our existing work better?
[] Yes. Continue.
[] No. Elevate to Executive Staff.

[Technical Assistance/Consulting Services projects go to determination. The National Processing Center (NPC) projects not involving data collection skip to Section V.]

IV. Privacy and Confidentiality: Be consistent with the Census Bureau's commitment to privacy and confidentiality.

1. If the project is analytic research or reporting, a special tabulation or a special census, does it conform to Census Bureau confidentiality and disclosure-avoidance requirements?
[] Yes. Skip to Section V, Data Quality.
[] No. Project cannot be accepted.
2. Does the project involve collecting data other than those that are publicly available?
[] Yes. Continue.
[] No. Skip to Question 4.
3. Will the survey be collected under Title 13, U.S.C.?
A. If yes, does the sponsor agree to the Census Bureau's disclosure avoidance procedures, rules, and review process?
[] Yes. Continue to Question 4.
[] No. Project cannot be accepted.
- B. If no (the survey is not sampled from a Title 13, U.S.C. source), does the survey meet the following?
1. The sponsor agrees to maintain the data in accordance with all applicable laws?
 2. The sponsor, agrees that personal identifiers will not be provided to the sponsor, unless they are needed for subsequent interviews by the sponsor or for matches to other individual data held by the sponsor?

3. The sponsor agrees that respondents are advised that:
 - a. The Census Bureau is conducting the survey as an agent of the sponsor.
 - b. Disclosure of respondent's information in a form permitting identification of an individual respondent is prohibited.
 - c. Participation is voluntary.

☐ Yes. Continue.

☐ No. Project cannot be accepted.
4. Can the project be conducted in accordance with the Census Bureau's privacy principles of ensuring:
 - a. That personal and sensitive information is collected only if needed and that such information will be used appropriately?
 - b. Appropriate informed consent?
 - c. Protection from unwarranted intrusion?
 - d. That confidentiality procedures are integral to all stages of the project?

☐ Yes. Continue.

☐ No. Project cannot be accepted.

V. Data Quality: Be consistent with the production of high-quality data.

1. If the project is a special tabulation or special census, does it conform to published standards?

☐ Yes. Skip to Determination.

☐ No. Product must include standard disclaimer that indicates such.

☐ No. Not a special tabulation or special census. Continue.
2. If the project is an external research project, has it been reviewed and approved by the standard CES review process?

☐ Yes. Skip to Determination.

☐ No. Project cannot proceed. Consult the CES for assistance.

☐ No. Not an external research project. Continue.
3. If an NPC project, does the sponsor agree to operate consistently with the Census Bureau's quality-control standards (under development)?

☐ Yes. Skip to Determination.

☐ No. Project cannot be accepted.

☐ No. Not an NPC project. Continue.
- 4.A. Does the project have a reasonably clear and feasible specified objective?

☐ Yes. Continue.

☐ No. Project cannot be accepted.
- 4.B. Will the data collection meet the specified objectives?

☐ Yes. Continue.

☐ No. Project cannot be accepted.

5. Will the project include preparation of explanatory documents to accompany the results that describe the methodology, statements of data limitations, and reliability measures for each aspect of the work that the Census Bureau agrees to perform?
- ☐ Yes. Continue.
- ☐ No. Project cannot be accepted.

[ADREC projects can skip to Section VI; AR projects can skip to Determination.

6. Is there adequate lead time to prepare to field and implement a survey of appropriate quality?
- ☐ Yes. Continue.
- ☐ No. Project cannot be accepted.
- 7.A. Is the sponsor willing to collaborate in an effort to meet standards and guidelines for coverage rates, response rates, variance estimation, pre-testing, evaluation, analysis, and other relevant quality guidelines?
- ☐ Yes. Continue.
- ☐ No. Elevate to Division Chief.
- 7.B. Does sponsor have funds available for this activity?
- ☐ Yes. Continue.
- ☐ No. Elevate to Division Chief.

[Projects not involving Administrative Records or Data Collection go to Determination.]

VI. Administrative Records: Can the project be designed/implemented to accommodate source agency requirements for administrative records?

1. Will the project use as input only those administrative record data files that are available publicly?
- ☐ Yes. Skip to Section VII if a Data Collection from Households of Individuals or to Determination if a Data Collection Involving Establishments or Institutions.
- ☐ No. Project is required to undergo the administrative records review process detailed in the *Administrative Records Handbook: A Compilation of Policies and Procedures*, in addition to complying with the criteria in this policy.
2. Will the project involve linkages across administrative records and other data?
- A. If yes, can the project comply with the Administrative Records Restricted Access Policy (which includes stripping of personal identifiers, unless an exemption is granted)?
- ☐ Yes. Continue.
- ☐ No. Elevate consistent with the Administrative Records Restricted Access Policy.
- B. If no, continue to Determination.

VII. Sensitivities: Can the project be designed and implemented to address sensitive populations and topics thoughtfully?

NOTE: With this section, you will need to begin tallying risk points.

1. Is this a project the Census Bureau has done previously?
☐ Yes. Skip to Question 3.
☐ No. Continue.
2. Is this similar to a project the Census Bureau has done previously?
☐ Yes. Please provide the name of the similar project below and then continue.
Name:
☐ No. Assess 1 risk point. Continue.
3. Will personal identifiers be collected and maintained?
☐ Yes. Assess 1 risk point. Continue. [See Risk Mitigation, Section 2.]
☐ No. Continue.
4. Does the sponsor's agency have an Institutional Review Board (IRB) that evaluates research?
☐ Yes. Continue.
☐ No. Skip to Question 7.
5. Has the sponsoring agency's IRB reviewed the project?
☐ Yes. Continue.
☐ No. Project cannot proceed until such a review is completed.
6. Can the Census Bureau meet any IRB-levied requirements (e.g., make available professional counselors)?
☐ Yes. Continue.
☐ No. Project cannot be accepted.
7. Is participation in the project voluntary?
☐ Yes. Continue.
☐ No. Assess 1 risk point.

A. Interaction

1. Interaction is structured or unstructured communication or interpersonal contact between interviewer and respondent. Surveys are one type of interaction. Does this project include any interaction?
☐ Yes. Continue.
☐ No. Skip to B.

2. Does the project include one or more potentially sensitive topics as defined in the glossary (e.g., illegal behaviors)?
☐ Yes. Assess 1 risk point. Continue.
☐ No. Skip to “Sensitive Populations” section.
3. Are the topics required to meet project objectives?
☐ Yes. Continue.
☐ No. Project may not include those topics.
4. Does the project pose potential social, economic, and/or legal harm if the information collected were made known (e.g., social stigma)?
☐ Yes. Continue.
☐ No. Skip to Question 6.
5. Is the potential social, economic, and/or legal harm more than minimal, as defined in the glossary?
☐ Yes. Assess 3 risk points. Continue. [See Risk Mitigation, Section 5.]
☐ No. Assess 1 risk point. Continue.
6. Does the project pose any potential psychological harm (e.g., impact from being probed about a recent traumatic experience)?
☐ Yes. Assess 4 risk points. Continue. [See Risk Mitigation, Sections 3 and 4.]
☐ No. Continue.
7. Does this project also involve any interventions?
☐ Yes. Continue to “Intervention” section.
☐ No. Skip to “Sensitive Populations” section.

B. Intervention

1. Intervention is data collection that includes information derived from both physical procedures (e.g., venipuncture) and manipulations of the respondent or the respondent’s environment. Does this project include any intervention?
☐ Yes. Continue.
☐ No. Skip to C.
2. Will the nature of the intervention likely introduce atypical physical or psychological stress on the Census Bureau’s field representatives?
☐ Yes. Assess 1 risk point. Continue. [See Risk Mitigation, Sections 3 and 4.]
☐ No. Continue.
3. Is more than one intervention planned?
☐ Yes. Assess 3 risk points. Continue.
☐ No. Assess 1 risk point. Continue.

4. Please rate the intervention risk level based on the following:

☐ Noninvasive procedure with minimal technical skill required; little or no risk of harming individual (e.g., weighing a healthy adult). Add no additional risk points. Skip to “Sensitive Populations” section. [See Risk Mitigation, Sections 1 and 4.]

☐ Noninvasive procedure with some technical skill required; little risk of harming individual (e.g., weighing an infant or taking saliva sample from adult). Add 1 additional risk point. Skip to “Sensitive Populations” section. [See Risk Mitigation, Sections 1 and 4.]

☐ Invasive or noninvasive procedure with technical skill required; some risk of harming individual (e.g., taking tissue samples, administering drugs, in-depth psychological probing). Add 3 additional risk points. Skip to “Sensitive Populations” section. [See Risk Mitigation, Sections 1, 3, and 4.]

C. Unobtrusive Observation

1. An unobtrusive observation is the systematic or guided examination of social phenomena or social interactions in a manner that is completely, or in large part, unnoticed by social actors as they proceed with their daily activities or interactions. Will this project involve unobtrusive observation?
☐ Yes. Continue.
☐ No. Skip to Item D.
2. Will the project allow for full anonymity?
☐ Yes. Continue.
☐ No. Assess 1 risk point. Continue.
3. Is the extent of the interference with the participant’s environment from which data are collected appropriate as warranted by the research design?
☐ Yes. Continue to “Sensitive populations” section.
☐ No. Assess 2 risk points. Continue to “Sensitive populations” section.

D. Sensitive Populations

1. Does the project target individuals in one or more sensitive populations, as defined in the glossary (e.g., the cognitively impaired)?⁵
☐ Yes. Assess 1 risk point. Continue.
☐ No. Skip to Determination.
2. Do the targeted individuals belong to two or more sensitive populations (e.g., incarcerated children)?

⁵ The Census Bureau does not include in its universe for demographic data collection domestic violence shelters, given their unique sensitivity (July 14, 2002, memorandum from John H. Thompson).

☐ Yes. Assess 1 additional Risk Point. Continue. [See Risk Mitigation, Sections 1 and 2.]

☐ No. Continue.

3. Are atypical interview techniques being applied, such as videotaping?

☐ Yes. Assess 1 Risk Point. Continue. [See Risk Mitigation, Section 1.]

☐ No. Continue.

4. Are more than nominal incentives being offered to either the participant or the field representative? (Examples of nominal include a “trinket” or paying local, public transportation expenses.)

☐ Yes. Assess 1 Risk Point. Skip to Determination. [See Risk Mitigation, Section 1.]

☐ No. Continue to Determination.

E. Determination

If all of the questions above are answered satisfactorily, the project can be accepted. If one or more of the responses indicates “elevate,” then the Division Chief should do so. If the responses indicate that the project must not be accepted, the Census Bureau cannot carry out the project unless modifications to address identified concerns are made.

Division Chiefs should further elevate any project they deem appropriate, such as those that raise issues not anticipated in this policy.

For projects subject to Criterion VII, Sensitivities: Four or more risk points indicate a moderately high-risk project. Such projects must have a formal risk mitigation plan for the Division Chief’s approval. Projects with more than six risk points must be elevated to the Executive Staff for a decision. The risk mitigation plan is required for such projects before the Executive Staff can determine project acceptability.

F. Risk Mitigation

Projects with identified sensitivity risks also must have identified risk mitigation strategies. These strategies can range from simple to elaborate, depending upon the level and type of risk.

- Concerns about perceived coercion or potential harm can be mitigated in part by informed consent procedures.
- Concerns about sensitive topics and associated harms can be mitigated in part by confidentiality protections and assurances.
- Concerns about potential psychological or physical harm can be mitigated in part by the presence of appropriate medical or other professional personnel and in part by specific training and procedures.
- Concerns about some types of economic harm (i.e., loss of income due to participation in a project with more than minimal risk) can be mitigated in part by appropriate compensation.

The following five sections provide risk mitigation strategies for different types of risk:

1. Informed Consent

Informed consent procedures must be employed for any Census Bureau survey/interaction and intervention, as required by the Privacy Act and the Paperwork Reduction Act. Informed consent must include, at a minimum, information about the authority for conducting the project, intended uses of the information, and whether participation is mandatory or voluntary.

Projects with applicable risk points must employ two or more of the items listed below. The higher the risk, the more extensive the informed consent procedures must be, such as the following:

- Verbal consent that is recorded
- Notification by an impartial third party
- Both written and oral communications, with appropriate translations
- Reminders throughout the interaction or intervention
- Written materials that can be kept
- Signed consent form
- Consent specific to the recording medium (e.g., videotape)

2. Confidentiality

The greater the confidentiality protections available, the greater the risk mitigated. Therefore, projects conducted under Section 8, Title 13, U.S.C., are significantly protected. This protection is enhanced further by assurances made during and after an interaction or intervention. For the most sensitive projects, this is a preferred approach. For some types of projects, use of pseudonyms may be an option to further enhance confidentiality.

If the project cannot be conducted under Title 13, U.S.C., a comparable confidentiality statute invoked by the sponsor, if available, especially if accompanied by reminders, provides a high degree of risk mitigation. If not available, the Census Bureau must consider whether the sponsor has policies and a track record supportive of keeping data confidential. If none of these conditions exist, the Census Bureau cannot sufficiently mitigate the risk, and the project must not be conducted. If RCPs have questions about the confidentiality protections available to a sponsor, they may contact the Legal Office. If they have disclosure or confidentiality concerns, they may consult with the Disclosure Review Board.

3. Availability of Appropriate Medical/Other Professional Personnel

This risk category is applicable primarily for interventions. Therefore, its focus is on identifying the appropriate professional personnel (e.g., psychologists) or appropriate

medical personnel (e.g., psychiatrists) and making them available as needed. The highest risk projects should include medical personnel present during the intervention. Projects with less risk can provide for follow-up access to such professionals, as needed. The least risky interventions can provide information about appropriate follow-up, as needed.

4. Procedures or Training

This risk mitigation addresses primarily the asking of sensitive topics and targeting of sensitive populations. The appropriate risk mitigation is to identify specific procedures or training to minimize risks specific to the product. Examples include training that emphasizes the inappropriateness of proxy responses for sensitive topics or procedures to anticipate problems that could arise when interviewing cognitively impaired people on certain sensitive topics. Failure to identify and plan for key risks yields an unacceptably high-risk project, and it should not be conducted.

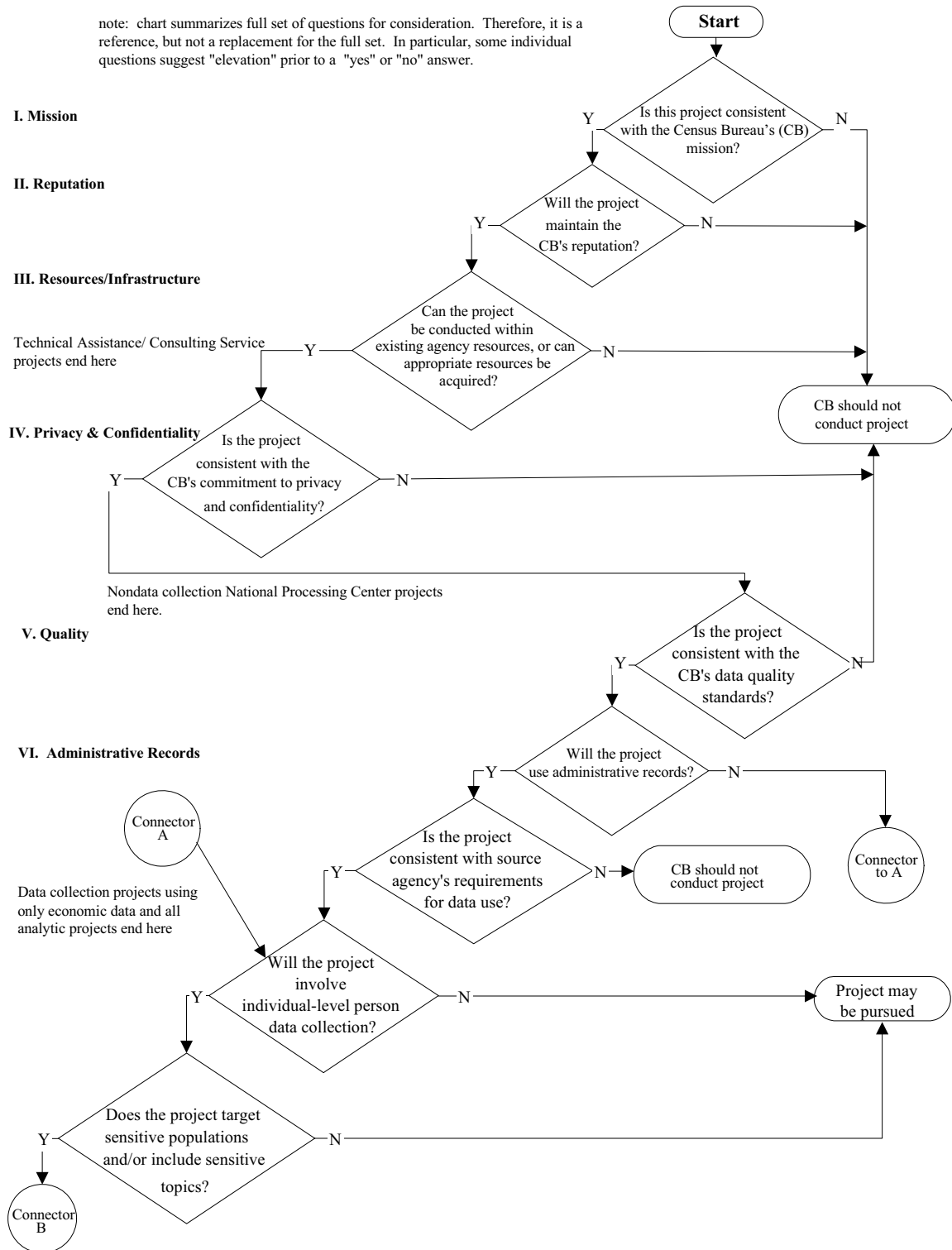
5. Compensation

This risk mitigation section is focused on “more than minimal” risk interactions or interventions. Therefore, it is appropriate to try to anticipate the economic harm or loss a participant may experience (e.g., missing days of work). The availability and need for funding sufficient to compensate respondents who might experience economic harm or loss is an appropriate risk mitigation strategy.

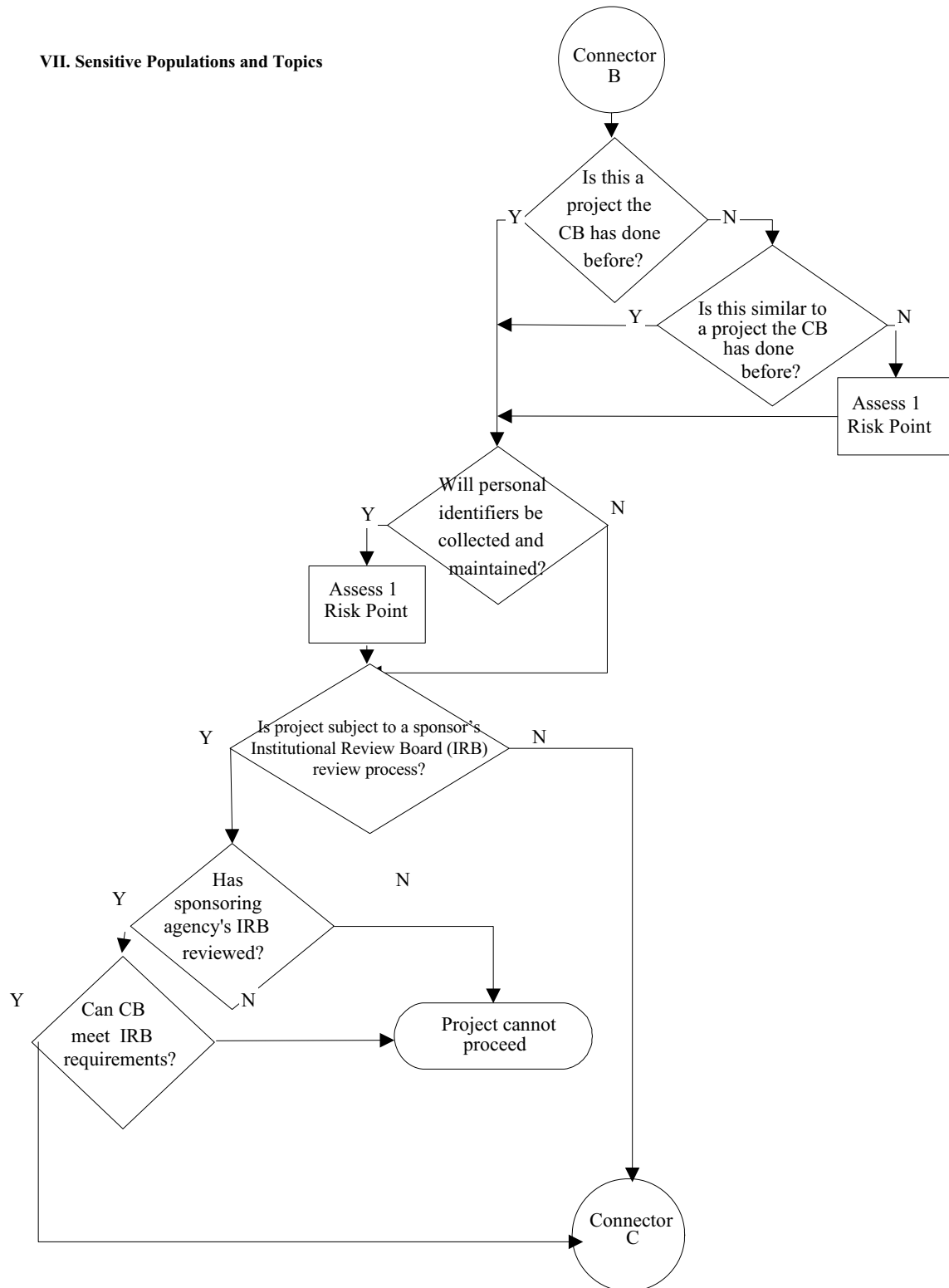
Attachment 2

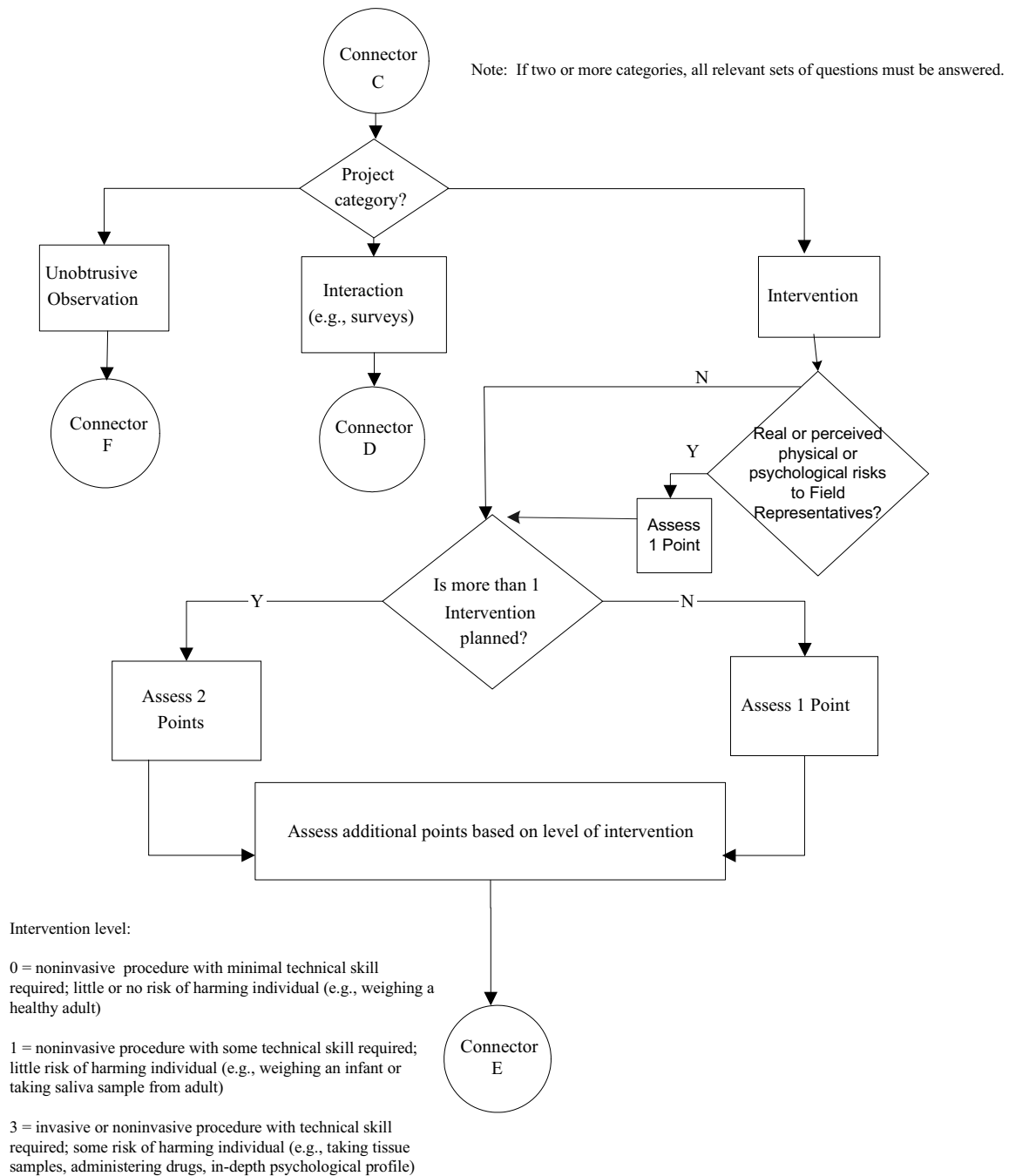
Reimbursable Project Acceptance Criteria Decision Tree

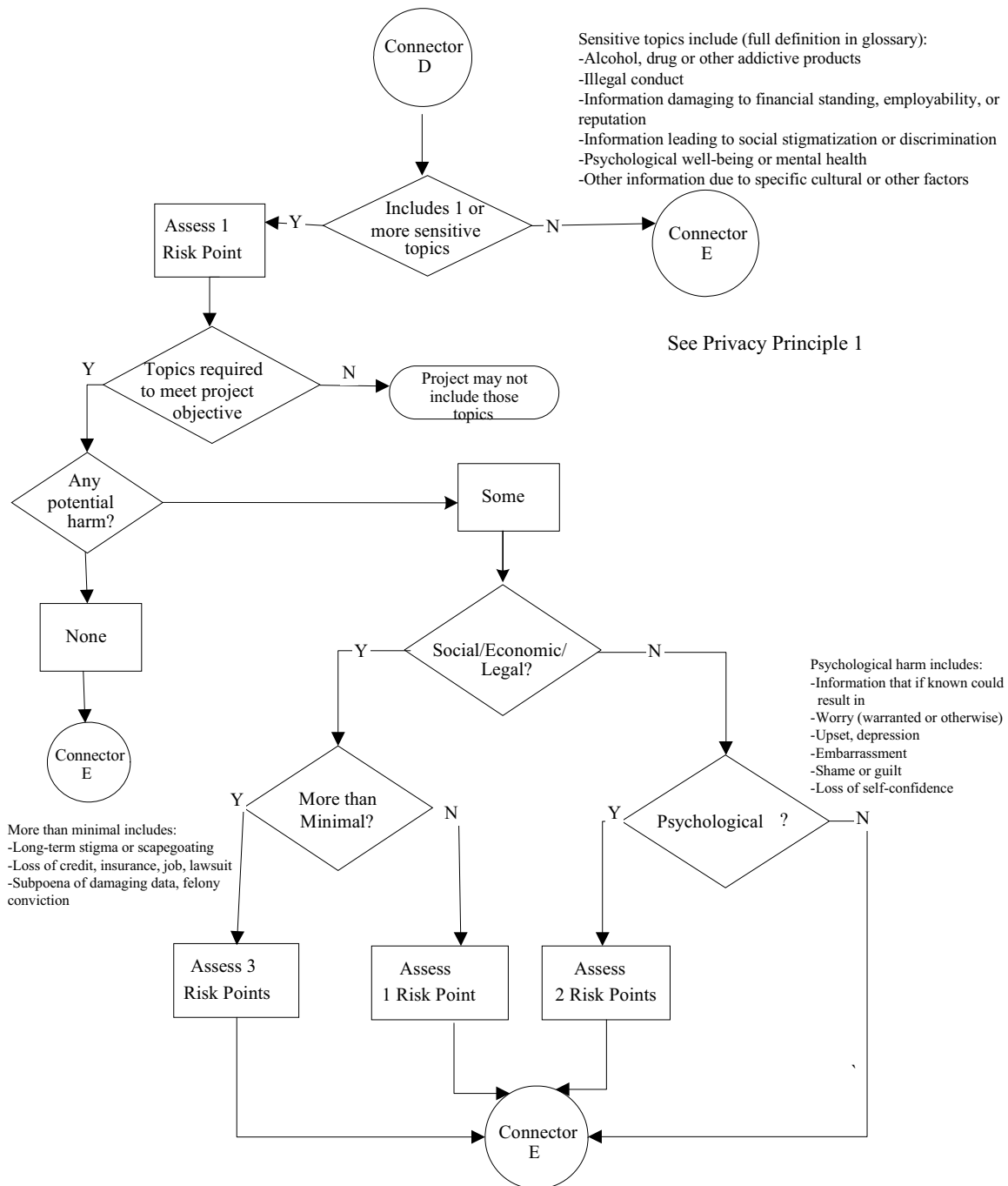
note: chart summarizes full set of questions for consideration. Therefore, it is a reference, but not a replacement for the full set. In particular, some individual questions suggest "elevation" prior to a "yes" or "no" answer.

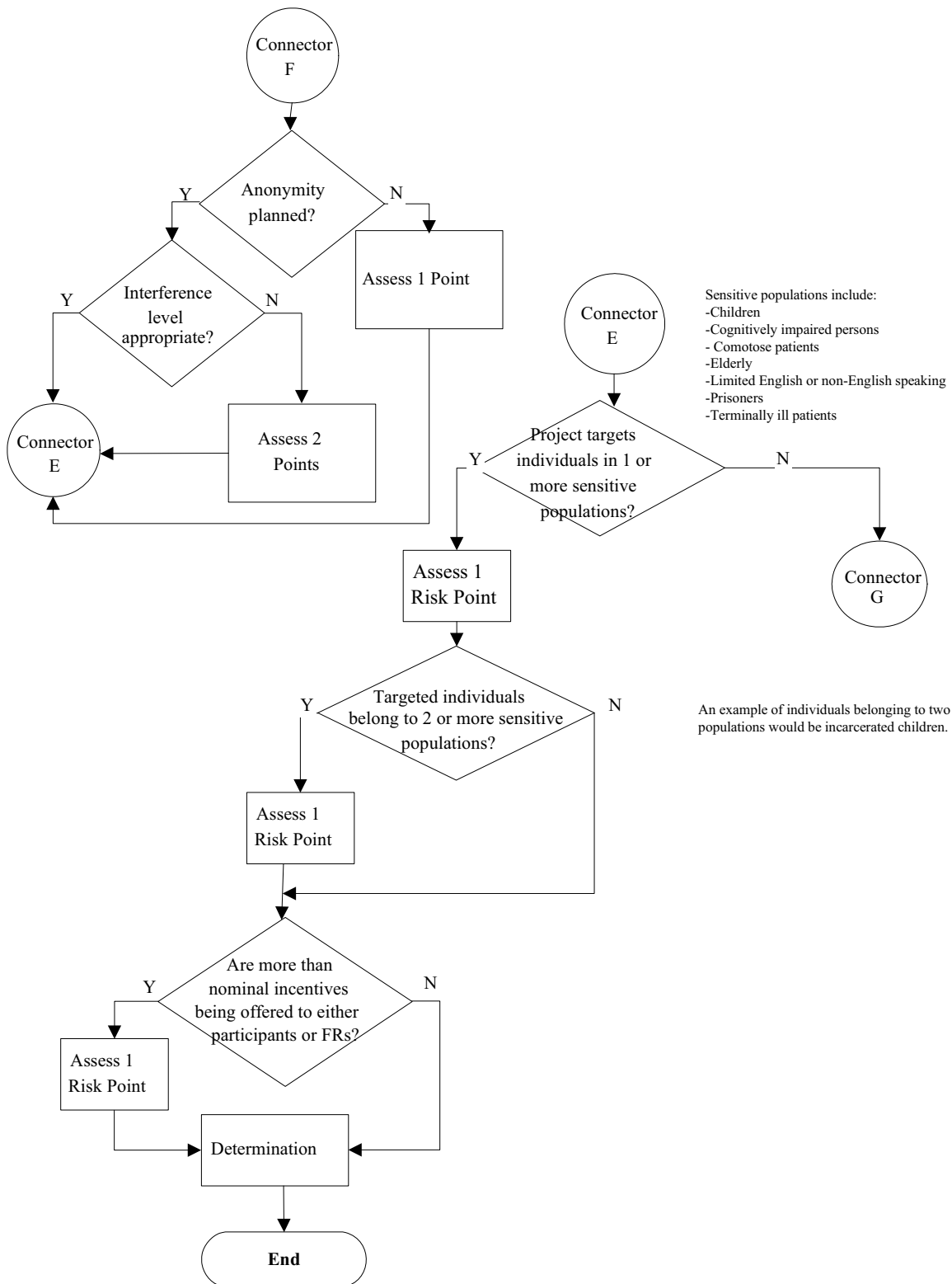


VII. Sensitive Populations and Topics









Attachment 3

Glossary of Terms

Administrative record/data linking (ADREC): One of eight categories into which a reimbursable project falls. A project that uses microdata records contained in files collected and maintained by administrative or program agencies and commercial entities. The primary sources of ADREC data used by the Census Bureau are the Internal Revenue Service, Social Security Administration, Bureau of Labor Statistics, Health Care Financing Administration, United States Postal Service, and Bureau of Economic Analysis. To obtain these data, the Census Bureau must adhere to a number of regulatory requirements.

Analytic research or reporting: One of eight categories into which a reimbursable project falls. This category includes any project that involves data analysis or special report preparation. Examples of analytic research or reporting include Center for Economic Studies (CES) external research projects.

Census Bureau Mission Statement: To be the preeminent collector and provider of timely, relevant, and quality data about the people and economy of the United States. We will succeed by valuing our employees, innovating in our work and responding to our customers.

Data collection from establishment or institution: One of eight categories into which a reimbursable project falls. A survey involving establishments or institutions, typically referred to as an “Economic Survey Project.”

Data collection from households or individuals: One of eight categories into which a reimbursable project falls. A project involving interaction, intervention, and/or observation of individuals or households.

External Research Project: A project that meets a Title 13 purpose, but is managed by individuals granted special sworn status by the Census Bureau. They are typically funded by external sources. Such projects are usually conducted at the Census Bureau’s CES or a Research Data Center.

Individual: A separate person.

Informed Consent: Is a person's voluntary agreement, based upon adequate knowledge and understanding of relevant information, to participate in project. It typically contains the following elements: full disclosure, adequate comprehension, and voluntary choice related to authority, use, and mandatory status of project.

Interaction: Includes structured or unstructured communication or interpersonal contact between interviewer and respondent.

Intervention: For data collection purposes, intervention includes information derived from both physical procedures (e.g., venipuncture) and manipulations of the respondent or the respondent's environment. Generally, it is more intrusive and invasive than interactive procedures.

Minimal Risk: A risk is minimal where the probability and magnitude of harm or discomfort anticipated in the proposed project are not greater than those ordinarily encountered in daily life or during performance of routine physical or psychological examinations or tests.

National Processing Center project not involving data collection: One of eight categories into which a reimbursable project falls. A project that involves the use of NPC expertise and equipment related to, but not involving, handling of confidential data.

New Projects: Subject to review under this policy. A project is considered new if either (a) it is an original idea for a project that has not already been approved or (b) it is an approved project for which the scope, status (i.e., goes from one-time to cyclical), methodology, data linkage strategies, data sets, or data uses change.

Professional Integrity: Defined as conformance with ethical guidelines from a recognized professional association, such as the American Statistical Association.

Psychological harm: Includes the result of seeking information that if known could result in worry (warranted or otherwise), being upset, depression, embarrassment, shame or guilt, and loss of self-confidence.

Reimbursable Project Contact: The individual designated by a Division Chief to review potential projects using this policy as criteria.

Risk: The probability of harm or injury (physical, psychological, social, economic or legal) occurring as a result of participation in a Census Bureau project. Both the probability and magnitude of possible harm may vary from minimal to significant.

Sensitive populations: Includes children, cognitively impaired persons, comatose patients, the elderly, limited English-speaking or non-English-speaking persons, non-citizens, prisoners, impoverished and terminally ill patients, and small minority groups, such as Native Americans. The Census Bureau considers residents of shelters for battered or abused women and children uniquely sensitive and does not permit inclusion of them in any reimbursable data collection.

Sensitive topics: Includes abortion; alcohol, drug, or other addictive products; illegal conduct; illegal immigration status; information damaging to financial standing, employability, or reputation; information leading to social stigmatization or discrimination; politics; psychological well-being or mental health; religion; same-sex partners; sexual behavior; sexual orientation; taxes; and other information due to specific

cultural or other factors. The Census Bureau considers religion a uniquely sensitive topic and has a specific policy on the collection of information about religion.

Special censuses: One of eight categories into which a reimbursable project falls. Projects authorized in Section 196, Title 13, U.S.C., in which the Census Bureau conducts a census for a tribal or local government.

Special Tabulations: One of eight categories into which a reimbursable project falls. A custom preparation of data already collected by the Census Bureau in response to a specific request.

Target: A group is the focus or one of the focuses of sample design.

Technical assistance/consulting services: One of eight categories into which a reimbursable project falls. Advising on a project conducted by another entity, such as a survey. Technical assistance also includes performing a subset of the survey, such as sample design. This excludes projects in which the Census Bureau performs data collections.

Unobtrusive Observation: Unobtrusive observation refers to systematic or guided examination of social phenomena or social interactions in a manner that is completely, or in large part, unnoticed by social actors as they proceed with their daily activities or interactions. This form of observation is conducted in order to collect information related to human activity occurring in a realistic or natural setting. This method of data collection is commonly used in the social sciences, particularly in anthropological and sociological research.