Graduate Student Training Program Application

Graduate Partnerships Program

National Institutes of Health

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LIST OF ATTACHMENTS

ATTACHMENT 1

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      Training Under the Graduate Partnerships Program

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A.1   Circumstances Making the Collection of Information Necessary

"The mission of the NIH is to uncover knowledge that enhances the health of everyone. This mission is accomplished by conducting research in its own laboratories, supporting the research of non-Federal scientists in universities, medical schools, hospitals, and research institutions throughout the country and abroad, helping in the training of research investigators, and fostering communication of medical information" (see http://www.nih.gov/about/NIHoverview.html). The authority for NIH to train research investigators, including graduate students, is granted by the United States Code 42 USC 288 and 42 CFR Part 63. In August 1999, the authority to conduct and support research training for fellowships not provided under 42 USC 288, and which does not consist of residency training of physicians or other health care professional was assigned to the Institute-Center (IC) Directors and to the Office of the Director (OD) (Attachment – 1A).

In July 2000, the NIH Intramural Research Program (IRP) within the Office of the Director, created the Graduate Partnerships Program (GPP) to administer the training of biomedical graduate students at NIH. The services provided by the GPP enhance and expand the role of the NIH-IRP as a key provider of excellent graduate training, complementing university efforts. The authority (Attachment – 1B) to train graduate students was assigned to the GPP in order to fulfill the program goals. Goals of the GPP developed in conjunction with university administrators and investigators (A.8) include the following: 1) develop partnerships with universities for graduate education, 2) support NIH Investigator needs who are training graduate students, 3) establish academic infrastructure for students, and 4) support the NIH graduate student community. To fulfill these goals, the GPP operations are supported by funds collected through

a Supply and Service budget configuration. The capitation fee for the GPP is $2200.00 / graduate student at NIH which is collected annually through Central Services. Since the implementation of the GPP the number of graduate students training at NIH has increased from ~150 in fiscal year 2001 to ~450 graduate students in fiscal year 2007 with an projected plateau of ~500 graduate students in the coming years. The steady increase in the number of graduate students at NIH is a reflection of a variety of recruitment efforts, which include: electronic mailings, publications, and conference exhibits.

Graduate students come to the NIH through one of two pathways, Institutional Partnerships or Individual Partnerships. Institutional Partnerships are designed to bring students wishing to enroll in a PhD program to the NIH for dissertation research. Individual Partnerships are designed to bring students already enrolled in a PhD program to the NIH for dissertation research. Regardless of the pathway, graduate students at NIH are highly motivated, focused, and creative individuals with high scientific aspirations motivating them to complete experiments over a five year period for their Ph.D. degree.

Students wishing to enroll in a GPP NIH-University partnership submit the Graduate Student Training Program (GSTP) application by the specified deadline. The GSTP application models graduate university applications by containing the following sections: contact information, citizenship, educational history, transcripts, standardized examination scores, research interests, personal statement / research proposal, references, letters of recommendation, and partnership selection. Those applicants invited to interview for admission will also provide details for the travel and lodging. Each application is submitted through a secure website to ensure

confidentiality of the information (A.10). Access to the application database is regulated by the GPP through a login-password combination (A.3).

An Admission Committee comprised of GPP staff and NIH investigators review each application through an on-line review mechanism that is posted on a secure website with login-password access. Sensitive information (race/ethnicity, gender, marital status, age, disability) is not accessible through the on-line review (Section A.10 and Section A.11).

This is a request for a revision of OMB Number 0925-0501/ Expiration Date: November 30, 2007 "Graduate Student Training Program Application".

A.2   Purpose and Use of the Information

The information gathered in the Graduate Student Training Programs application (Attachment – 2) enables the identification and evaluation of students interested in performing dissertation research in the NIH Intramural Research Program (NIH-IRP) laboratories. Modeling university applications for admission into graduate programs, the Graduate Student Training Program application contains several sections that will aid the NIH admission committee's identification and evaluation of each graduate student. Specific areas required to evaluate a candidate include the following: contact information, citizenship, education history and transcripts, standardized examination scores, research interests, personal statement / research proposal, references and letters of recommendation, and partnership selection. Applicants invited to interview for admission will be asked to complete the travel form associated with the application.

The GPP staff and NIH investigators participating in the GPP organize an Admission Committee to evaluate each Graduate Student Training Program application submitted to a specific partnership. Access to the information contained in each application is restricted by a login password that will be regulated and monitored by the GPP staff. As decided by the admissions committee, a student displaying the ability to perform in an advanced degree program will receive a letter to interview for a research-training award. Depending on the interview results, a student may receive an offer to perform his/her dissertation research in the NIH-IRP laboratories.

Applicants selected to interview and offered admission into an NIH-University partnership will be asked to respond anonymously to feedback questions which will be used to evaluate the interview process and identify factors that were essential in their decision to accept or decline the admission offer. Responses to the questions will be used to improve the interview sessions and recruiting material.

Over the last several years the number of PhD graduate students performing dissertation research within the NIH Intramural Research Program (IRP) increased from 263 in FY2004 to 432 in FY2007, indicative of the NIH investigators wish to train future scientist as they enter the GPP through Institutional or Individual Partnerships. To ensure the entire graduate student population is receiving all the training and mentoring experiences to transition from student to colleague the GPP along with the newly Office of Intramural Training & Education (OITE) created a series of workshops and activities to address research skills and career development. Listed below is a small sample of the workshops provided to the graduate student population:

- Writing About Science

- Speaking About Science

- Graduate Student Seminar Series (GS3)

- Writing and Publishing a Scientific Paper

- Pathway Conversations – Career Opportunities

- Stress Management in a 21st Century World

- Annual Graduate Student Retreat

- Annual Graduate Student Research Symposium

- Getting the Most Out of a Job Fair

- Tax Seminar

- Orientation – Individual Partnerships and Institutional Partnerships

As the population of graduate students at NIH continues to grow so does the services provided by the GPP and OITE.

A.3   Use of Information Technology and Burden Reduction

The Graduate Student Training Program application is a web based (on-line) application that enables electronic submission; accessed through the GPP web site: http://gpp.nih.gov. Students have the opportunity to review WebPages that contain the Application Directions (Attachment 3A), Frequently Asked Qquestions (FAQs) (Attachment 3B), and Application Help (Attachment 3C) prior to submitting the application. The details posted within the GPP WebPages ensure adequate time to carefully complete and submit a well-organized application. The estimated time to complete this application is approximately 30 minutes, including the time required to copy/paste text from a prepared document such as the student's curriculum vitae or university application. This time is much less than the average 2-4 hours needed for completion of

university application forms. To ensure applicants and references are aware of the application requires, correspondence messages utilizing email or webpages are distributed (Attachment 4A and Attachment 4B, respectively).

Official documents, student's university transcriptions and standardized examination scores, are submitted in hardcopy form to the GPP by the specified application deadline. An email confirmation message will be forwarded to all candidates submitting an application. In the event that a particular graduate student has a question about the application form or submitting an application, questions or concerns may be submitted to the following email: gpp@nih.gov. There is no financial fee for submitting an application.

A.4   Efforts to Identify Duplication and Use of Similar Information

The information contained in university student applications is considered proprietary; therefore the GPP does not have access to this information. For this reason, the GPP has developed an independent application to identify and place graduate students in the NIH Intramural Research Program laboratories. Unlike other NIH training programs, students submitting an application to the GPP are degree-seeking students, students enrolled or wishing to be enrolled in a Ph.D. program. Although all NIH trainees (post-baccalaureates, pre-doctoral, post-doctoral, and summer students) have similar exposure to researchers and seminars at NIH, only graduate students (pre-doctoral trainees) have outside university accountabilities for degree completion. In general, graduate programs have the following degree requirements: coursework, seminar attendance, research proposal writing, publications, presentations, and dissertation defense, distributed throughout the years of training and education. The proprietary status of university

applications and the educational level of NIH trainees make the need of the GSTP application;

include letters of recommendation and transcripts, mandatory and critical to the goals of the GPP

in bringing high-ability pre-doctoral students into the NIH intramural research effort.

A.5   Impact on Small Business or Other Small Entities

No small business or other small entities will be affected by the implementation of the Graduate

Student Training Program application.

A.6   Consequences of Collecting the Information Less Frequently

Without the GSTP application the identification of highly qualified graduate students would be

extremely difficult and arduous. A major impact would be an immediate decrease and long-term

ever waning number of pre-doctoral trainees at NIH that would compromise the NIH research

agenda and mission. Another long-term impact would be to the NIH post-doctoral population.

Over the last several years a number of the NIH graduate students transitioned into a post-

doctoral training position after completing their dissertation research. Although not definitive,

obtaining a position in biomedical research immediately following graduate school is generally

indicative of a research career path.

Applications submitted to the GPP will be considered active for one year and must be re-

submitted yearly for additional consideration.

A.7   Special Circumstances Relating to the Guidelines 5CFR 1320.5

The Graduate Student Training Program application complies with the guidelines 5 CFR 1320.5. Individuals that submit an application to GPP do so voluntarily.

A.8   Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

Notification of information collection for the Graduate Student Training Programs Application was submitted to the Federal Register and published on Monday, June 25, 2007 / Vol. 72, No. 121 / Pages 34692 - 34693. During the 60-day notice no comments and recommendations were received.

The Graduate Partnerships Program (GPP) was developed to enhance the training of graduate students in the biomedical sciences by complementing university efforts. In addition, partnerships between NIH investigators and university professors offer multiple opportunities to develop mutually beneficial collaborative research projects. NIH-University partnerships provide the faculty and facilities needed to initiate new areas of Ph.D. training and attract high caliber students.

Since the inception of the Graduate Partnerships Program, several formally organized and impromptu University Focus Group and NIH Advisory Committee meetings occurred to discuss concerns and ideas about training graduate students within the NIH Intramural Research Program laboratories. Specific areas of interest and discussion are included but not limited to the following:

- Structure of NIH-University partnerships

- Faculty composition of partnerships

- Student applications and the student interview process

- Recruitment of high-ability students

- Requirements of advanced degrees

- Student support and stipends

- Courses within the program curriculum

- Dissertation advisory committee responsibilities

- Partnership program monitoring, steering, and evaluation

- Development of a graduate student community at NIH

Select members of the University Focus Group include: Roger Chalkley, D.Phil. (Vanderbilt University Medical Center, v615-343-7251, roger.chalkley@mcmail.vanderbilt.edu), Thomas Fox, Ph.D. (Harvard University, v617-432-2405, tfox@hms.harvard.edu), Jan F Chlebowski (Virginia Commonwealth University, v804-828-1023, jfchlebo@vcu.edu), David Meyers, Ph.D. (v310-423-6252, Meyer@cshs.org), John H. Russell, Ph.D. (University of Washington at St. Louis, v314-362-2558, jrussell@wustl.edu). These individuals are major voices and policy makers in the biomedical graduate education in the United States. Representatives of the NIH Advisory Committee include, but not limited to the following NIH Investigators: Jonathan Wiest, Ph.D. (National Cancer Institute, v301-451-9638, wiestj@mail.nih.gov), David Robinson (National Institute on Deafness and Communication Disorders, v301-496-1601, robinsod@nidcd.nih.gov), and Robert Innis, Ph.D. (National Institute of Mental Health, v301-594-1368, innisr@intra.nimh.nih.gov).

A.9   Explanation of Any Payment or Gift to Respondents

Neither payments nor gifts will be distributed to individuals submitting an application.

However, students admitted into the GPP may receive a stipend, health benefits, and tuition

based on citizenship regulations and university agreements. Financial support is renewable

annually up to 5-years based on sufficient progress toward degree. All graduate students are

supported by NIH investigators' budget and/or university contributions. First-year graduate

students enrolled in institutional partnerships are supported by the GPP through pooled funds

collected from Institute-Center donations. Subsequent years of training are supported by the

students NIH Advisor. Dissertation research is performed in the laboratory of the advisor.

A.10   Assurance of Confidentiality Provided to Respondents

This is a Revision collection of the originally approval GSTP application (OMB 0925-0501;

expiration November 2007). The 60-day Federal Register published on Monday, June 25, 2007 /

Vol. 72, No. 121 / Pages 34692 - 34693.

- Due to the information requested in the GSTP application (Attachment – 2), a privacy
  statement for the applicant is required (Attachment – 5).

Contained in the Graduate Student Training Programs (GSTP) application is a request for several

references that can provide a letter of recommendation that discusses the applicant's scientific

knowledge and skills. Based on the Privacy Act 1974, the information provided by the

references may be accessed by the applicant, unless the applicant waives his/her rights to review

the letter of recommendation. The GSTP application contains a statement that discusses the

Privacy Act of 1974 and whether or not the applicant waives his/her right to review the letter of recommendation, for each reference. Each reference is notified at the time of the recommendation request whether or not the applicant waived his/her right to access the letter (Attachment – 2).

- Under the Privacy Act of 1974, you have the right to access the information provided in the letters of recommendation unless you have waived such access. Please indicate your decision for each reference. Your choice will not affect your eligibility for admission.
- <menu: ☐Yes ☐ No >, I waive access to this recommendation

The GPP and the NIH Center for Information Technology (CIT) will protect the information collected in the Graduate Student Training Programs (GSTP) application in several ways. CIT will protect the information by maintaining the secure website and database affiliated with the application in the following ways:

Secure Web Site:
- A secure website for the application and recommendation website is maintained through CIT's Transport Layer Security (TLS) Certificate Authority (CA) (See http://tls.nih.gov/ for more information). The TLS system encrypts data as it passes over the network to the web server so that the information cannot be intercepted by unauthorized sources.

Data Storage:

- The data is stored in a FileMaker Pro (FMP) database running on Macintosh server. Macintosh servers are used to eliminate a command line interface thereby preventing the system from being hacked. The database is password protected with two levels of access. The GPP staff has access to edit, add, and delete records in the database. CIT staff that update and enhance the FMP database will use the administrative access.

- The server is kept in the main computer room in Democracy 2 that has restricted physical access. Special ID badges maintain the restricted physical access. Only individuals possessing these badges or persons providing a need to have physical access and escorted by approved personnel may enter the main computer room.

Information collected in the GSTP application is available to GPP staff, CIT staff, and select NIH Investigators participating in the Admission Committee. Only the CIT and GPP staffs have access to all information collected in the application. Admission Committee members have access to all information, excluding the optional information: race/ethnicity, gender, marital status, and disability.

Information collected in the GSTP application is retained for one year in the original database. All applications older than one year are transferred from the original database to an archive database that retains this information for 2 (two) years. Retention of the applications is necessary to ensure proper evaluation of the Graduate Partnerships Program and the training of graduate students at the NIH. Information contained in the archive database is protected in a similar manner as the original database.

A.11   Justification for Sensitive Questions

The Graduate Student Training Program application does not contain sensitive questions as described in the Points to Consider in A.11. However, the application does have a few questions that are optional: race/ethnicity, gender, marital status, and disabilities. Race/ethnicity, gender, marital status, and disabilities, will be asked, for statistical purposes only, to determine if program achieves equitable access. Only the GPP staff will have access to this information. Training within the NIH laboratories can accommodate special needs of the graduate student.

A.12   Estimates of Hour Burden Including Annualized Hourly Costs

The estimated time to complete the on-line Graduate Student Training Program application is 30 minutes. The estimated time to collect and mail the necessary documents, transcripts and standard examinations, to complete an application is 30 minutes. The approximate number of students completing the application on a voluntary basis with no solicitation is 600, no change relative to the previously approved submission. With each application, three references (names supplied by the student) are contacted to submit a letter of recommendation on behalf of the student. The cost of the respondents is based on an hourly expense even though the estimated time to complete is less than one hour. At the conclusion of the admission season applicants invited to interview for admission will be asked to provide feedback on their interview experience and what criteria were used to determine which PhD training program they will enroll in the fall.

The burden statement for the GSTP application and components is provided below.

Burden Disclosure Statement for Applicants

Public reporting burden for this collection of information is estimated to average 30-minutes for the application and 30-minutes for the supplemental material per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0501). Do not return the completed form to this address.

Burden Disclosure Statement for References

Public reporting burden for this collection of information is estimated to average 15-minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0501). Do not return the completed form to this address.

A.12 – 1 Estimates of Annual Burden Hour				
Type of Respondents	Estimated Number of Respondents	Estimated Number of Responses per Respondent	Average Burden Hours per Response	Estimated Total Annual Burden Hours Requested
Graduate Student Applicants On-Line	100	1	0.50	50
Post-baccalaureate Applicants On-Line	500	1	0.50	250
Collection & Submission of Hardcopy Documents	600	1	0.50	300
Recommendations (600 x 3)	1800	1	0.25	450
Feedback Questions	200	1	0.25	50
Totals	**3200**			1100

A.12 – 2 Annualized Cost To Respondents				
Type of Respondents	Estimated Number of Respondents	Estimated Number of Responses per Respondent	Estimated Hourly Wage Rate	Estimated Total Respondent Cost
Graduate Student Applicants	100	1	$16.00 x 0.5 hrs	$800.00
Post-baccalaureate Applicants	500	1	$16.00 x 0.5 hrs	$4000.00
Collection & Submission of Hardcopy Documents	600	1	$16.00 x 0.5 hrs	$4800.00
References	1800	1	$35.00 x 0.25 hrs	$15,750.00
Feedback Questions	200	1	$16.00 x 0.25 hrs	$800.00
Total				$26,150.00

A.13   Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There is no capital or start-up costs.

A.14 Annualized Cost to the Federal Government

GPP uses the support services of the CIT for the on-line applications. The annualized cost to run the online application is $15,000. This cost includes technical support to improve applicant interface with the webpage application.

A.14 – 1 Estimate of Annual Cost to the Federal Government			
Development Task	Amount	Annual Task	Amount
Design	$1500	Information Collection	$1200
On-Line Application Pages	$2500	Modifications	$1800
On-Line Review Pages	$6000	Salaries	
Trouble Shooting	$2000		
Sub-Total	$12,000.00	Sub-Total	$3,000.00
Estimate of Other Total Annual Cost Burden: $15,000.00			

A.15 Explanation for Program Changes or Adjustments

The Graduate Partnerships Program (GPP) has evaluated the last several years of information collection and proposed a series of modifications that will simplify the application process for the students and references. Reasons for the changes include but are not limited to the following:

- The information is no longer needed for applicant evaluation (fields to be omitted)

- New partnerships have been developed (menu options to be added)

- Additional transportation and lodging fields for travel preparation (fields to be added)

- Clarification of text used in correspondence (webpages and email messages)

- Modification of feedback questions submitted to candidates for admission (clarify the questions to elicit responses that will be useful for future admission season)

Specific areas of modification include: detailed application directions (Attachment – 3A), detailed Frequently Asked Questions (Attachment – 3B), Application Help (Attachment – 3C), clearer webpage text and email messages to the applicant and reference (Attachment – 4A and Attachment – 4B), elimination of fields no longer needed in the application (Figure A.15-1), additional menu options for new partnerships (Figure A.15-1), and travel details (Figure A.15-1).

Applicants selected to interview for admission and receiving an offer of admission will be asked to respond anonymously to questions about their interview experience and factors used in their accepting or declining the admission offer.

The initial approval of information collection (OMB 0925-0501) estimated the number of applications received to be 750; reduced to 600 for previous OMB approval. Over the last two years the distribution of the 600 applicants has shifted toward 500 prospective and 100 current PhD students per year.

The 13. Annual reporting and recordkeeping hour burden on the OMB 83-1 form f.1 – Program adjustment is -213, represents a reduction from the original approval of +1313 hours (OMB 0925-0501).

A.15 – 1 Fields Changes between OMB 2006 Request and OMB 2004 Approval.		
OMB 2007 REQUEST	**OMB 2004 APPROVAL 0925-0501**	**ACTION**
GRADUATE STUDENT TRAINING PROGRAM – COMPLETED BY APPLICANTS		
PERSONAL INFORMATION		
Greeting title	Greeting title	
First name	First name	
Middle name	Middle name	
Last name	Last name	
Date of birth	Date of birth	
	Country of birth	Omit
	Country of citizenship	Omit
	Not US, permanent resident?	Omit
Are you a USA Citizen?		Add (menu)
If not a USA Citizen, are you a USA Permanent Resident?		Add (menu)
If neither USA Citizen nor USA Permanent Resident, what is your country of citizenship?		Add
If international citizen, what visa do you have for admission into the USA?		Add
What is the Expiration Date of your Visa?		Add
AAMC Identification Number		Add
Language native	Language native	
Language fluencies	Language fluencies	

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
CURRENT ADDRESS		
Address valid until (mm/dd/yyyy)	Address valid until (mm/dd/yyyy)	
Street or PO Box	Street or PO Box	
Street or PO Box	Street or PO Box	
City	City	
State	State	
Zip code	Zip code	
Country	Country	
Phone day	Phone day	
Phone evening	Phone evening	
Email address	Email address	
PERMANENT ADDRESS		
Contact name	Contact name	
Street or PO Box	Street or PO Box	
Street or PO Box	Street or PO Box	
City	City	
State	State	
Zip code	Zip code	
Country	Country	
Phone day	Phone day	
Phone evening	Phone evening	
NIH INFORMATION FOR DISSERTATION RESEARCH		
NIH Sponsor / Mentor for Dissertation Research		Add
NIH Administrative Officer		Add
NIH Institute-Center		Add
NIH Start Date as a PhD Graduate Student		Add
NIH Address (Building / Room)		Add
NIH Phone Number		Add
NIH Training Duration		Add

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
PROSPECTIVE GS PROGRAM SELECTION		
BR-Neuroscience	BR-Neuroscience	
BU-Bioinformatics	BU-Bioinformatics	
GWU-Biomedical	GWU-Genetics	Name Change
GU-Biomedical Sciences	GU-Biomedical Sciences	
JHU-Cell, Molecular, Developmental Biology	JHU-Cell, Molecular, Developmental Biology	
NYU-Structural Biology	NYU-Structural Biology	
UMD-Biophysics	UMD-Biophysics	
UMD-Sensory & Communication Neurosciences	UMD-Hearing & Speech Sciences	Name Change
UMT-Molecular Basis of Infectious Diseases		New Partnership
UNC-Cell Motility & Cytoskeleton	UNC-Cell Motility	Name Change
UP-Immunology	UP-Immunology	
OX-Biomedical Sciences	OX-Biomedical Sciences	
CAM-Health Sciences	CAM-Health Sciences	
KI-Neuroscience	KI-Neuroscience	
NCI-Molecular Pathology	NCI-Molecular Pathology	
NINR-Nursing & Biobehavioral Research	NINR-Nursing Research	Name Change
NIH-MSTP		New Partnership
…any additional programs	…any additional programs	

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
CURRENT GS PROGRAM SELECTION		
Individual Agreement (IA)	Individual Agreement (IA)	
Bulgaria Consortium (Bulgaria)	Bulgaria Consortium (Bulgaria)	
Hungarian Consortium (Hungary)		Add
KAIST Consortium (Korea)	KAIST Consortium (Korea)	
Karolinska Institutet-Neuroscience (Sweden)	Karolinska Institutet-Neuroscience (Sweden)	
National Defense Medical Center (Twain)	National Defense Medical Center (Twain)	
Seoul National University-Biological Sciences (Korea)	Seoul National University-Biological Sciences (Korea)	
Shanghai Second Medical University (China)	Shanghai Second Medical University (China)	
Tel Aviv University-Women's Health (Israel)	Tel Aviv University-Women's Health (Israel)	
University of Cambridge-Health Sciences (England)	University of Cambridge-Health Sciences (England)	
University of Naples Federico II (Italy)	University of Naples Federico II (Italy)	
University of Oxford-Biomedical Sciences (England)	University of Oxford-Biomedical Sciences (England)	
University of Valparaiso-Neuroscience (Chile)	University of Valparaiso-Neuroscience (Chile)	
…any additional programs	…any additional programs	
SCIENTIFIC DISCIPLINE INTERESTS		
Choice one	Choice one	
Choice two (optional)	Choice two (optional)	
Choice three (optional)	Choice three (optional)	

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
EDUCATION FIELDS *(REPEAT UP TO 6 TIMES)*		
University name	University name	
	Department/program	Omit
Academic major	Academic major	
Academic minor/second major	Academic minor/second major	
Start date	Start date	
Graduation date (actual/anticipated)	Graduation date (actual/anticipated)	
Grade Point Average	Grade Point Average	
Grade Point Average Scale	Grade Point Average Scale	
Degree anticipated/awarded	Degree anticipated/awarded	
STANDARDIZED EXAMS - GRE		
Date of exam	Date of exam	
Verbal score	Verbal score	
	Verbal percentile	Omit
Quantitative score	Quantitative score	
	Quantitative percentile	Omit
Analytical score	Analytical score	
	Analytical percentile	Omit
Analytical written score	Analytical written score	
	Analytical written percentile	Omit
STANDARDIZED EXAM - GRE SUBJECT		
Date of exam	Date of exam	
Subject	Subject	
Subject score	Subject score	
	Subject percentile	Omit

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
STANDARDIZED EXAMS - MCAT		
Date of exam	Date of exam	
Verbal score	Verbal score	
Physical science score	Physical science score	
Biological science score	Biological science score	
Writing sample score	Writing sample score	
Total score	Total score	
STANDARDIZED EXAMS - TOEFL		
Date of exam	Date of exam	
Type of exam (paper/computer)	Type of exam (paper/computer)	
Listening score	Listening score	
Writing score	Writing score	
Reading score	Reading score	
Essay rating	Essay rating	
Total score	Total score	
REFERENCE - ONE		
Under the Privacy Act of 1974, you have the right to access to the information provided in the letters of recommendation unless you have waived such access. Please indicate your decision for each reference. Your choice will not affect your eligibility for admission.		
Greeting title	Greeting title	
First name	First name	
Last name	Last name	
Position title	Position title	
Employment institution	Employment institution	
Daytime phone	Daytime phone	
Email address	Email address	
Waive letter access	Waive letter access	

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
REFERENCE - TWO		
Greeting title	Greeting title	
First name	First name	
Last name	Last name	
Position title	Position title	
Employment institution	Employment institution	
Daytime phone	Daytime phone	
Email address	Email address	
Waive letter access	Waive letter access	
REFERENCE - THREE		
Greeting title	Greeting title	
First name	First name	
Last name	Last name	
Position title	Position title	
Employment institution	Employment institution	
Daytime phone	Daytime phone	
Email address	Email address	
Waive letter access	Waive letter access	
RESUME COMPONENTS		
Research experience	Research experience	
Publications	Publications	
Presentations	Presentations	
Awards/honors	Awards/honors	
Extracurricular activities	Extracurricular activities	
	Employment history	Omit
Personal statement/research proposal	Personal statement/research proposal	
Cover letter	Cover letter	
Additional Information		Add

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
OPTIONAL STATISTICS		
RACE / ETHNICITY - CHANGE FORMAT		
Ethnicity	Ethnicity	<menu>
Race	Race	<menu>
Gender	Gender	<menu>
Marital Status	Marital Status	<menu>
Disability	Disability	<menu>
How did you learn about the GPP?	How did you learn about the GPP?	<menu>

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
LETTER OF RECOMMENDATION – COMPLETED BY REFERENCES		
APPLICANT INFORMATION		
Applicant's First Name	Candidate First Name	Name Change
Applicant's Last Name	Candidate Last Name	Name Change
Applicant's Application Number	Candidate Application Number	Name Change
REFERENCE INFORMATION		
Greeting Title	Greeting Title	
First Name	First Name	
Last Name	Last Name	
Position Title	Position Title	
Employer	Affiliation (Employer)	Name Change
Address	Address	
Address	Address	
City	City	
State	State	
Zip-code	Zip-code	
Country	Country	
Daytime Phone Number	Daytime Phone Number	
Fax Number	Fax Number	
Email Address	Email Address	

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
APPLICANT'S EVALUATION		
How long have you known the applicant?	How long have you known the applicant?	
In what capacity have you known the applicant?	In what capacity have you known the applicant?	
Letter of Recommendation	Letter of Recommendation	
The fields listed below will use the following menu: \exceptional \excellent \above average \average \below average \not able to observe		
Intelligence	Intelligence	
Analytical Ability	Analytical Ability	
Research Ability	Research Ability	
Verbal Ability	Verbal Ability	
Writing Ability	Writing Ability	
Interpersonal Skills	Interpersonal Skills	
Motivation for Research	Motivation for Research	
Confidence	Confidence	
Initiative	Initiative	
Honesty	Honesty	
Knowledge of Field	Knowledge of Field	
Maturity	Maturity	
Overall Potential as a Scientist	Overall Potential as a Scientist	

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
TRAVEL INFORMATION FOR INTERVIEWS		
APPLICANT INFORMATION		
Interview Date(s) at NIH		Add
NIH Campus Location?		Add
Lodging Needed? Nights?		Add
Interview Date(s) at University		Add
University Location?		Add
Lodging Needed? Nights?		Add
Valid & Active NIH Badge? Trainee?		Add
Travel – Point of Origin to NIH: Location, Airport, Departure Date, Time		Add
Travel – NIH to University: Location, Airport, Departure Date, Time		Add
Travel – University to Point of Origin: Destination, Airport, Departure Date, Time		Add
Additional Information		Add

OMB 2007 REQUEST	OMB 2004 APPROVAL 0925-0501	ACTION
*FEEDBACK QUESTIONS / EVALUATION FIELDS – COMPLETED BY APPLICANTS INTERVIEWING FOR ADMISSION*	
**APPLICANT INFORMATION**	
Question: Is there any way in which we could have made the application, interview and selection processes easier or better for you?	Question: Is there any way in which we could have made the application, interview and selection processes easier or more effective for you?	
Question: What two or three attributes or possibilities did you find most attractive about the Graduate Partnerships Program(s) to which you applied?	Question: What two or three attributes or possibilities did you find most attractive about the Graduate Partnerships Program(s) to which you applied?	
	Question: When you compared it to other programs what were the two or three attributes that you found less attractive or problematic with the Partnership Program(s)?	Omit
Question: What were the deciding factors in your choice not to do your PhD through the Graduate Partnerships Program?	Question: What were the deciding factors in your choice to-do or not-to-do your PhD through the Graduate Partnerships Program?	
Question: What PhD program did you choose and what were the most important positive deciding factors for your choice?		New Question

A.16 Plans for Tabulation and Publication and Project Time Schedule

The information collected in the Graduate Student Training Program application will not be

published for the general public. However, documents will be used for student evaluations for

admission into graduate training and to evaluate GPP effectiveness in recruiting quality students.

Federal regulations for the protection of human subjects do not apply to this activity (Attachment 7). The following table represents the activities of collecting and evaluating applications on a yearly schedule:

A.16 – 1 Project Time Schedule	
Activity	Time Schedule
Receive On-Line Applications from Students	September – December
Evaluate On-Line Applications from students	December – January
Interview Candidates	January – March
Acceptance Letter to Candidates	February – March – April
Candidates begin Training	July – August – September

The NIH Admission Committee will evaluate the small number of students submitting applications for graduate training during off-semester times on a monthly basis.

A.17   Reason(s) Display of OMB Expiration Date is Inappropriate

The Graduate Student Training Program application will display the OMB expiration date. We will display the expiration date as follow in order to prevent confusion by the applicants.

OMB Number: 0925-0501
Expiration Date: <Date> {Expiration Date is Not the Application Deadline}

A.18   Exceptions to Certification for Paperwork Reduction Act Submissions

The Graduate Student Training Program application has no exceptions to the Paperwork Reductions Act.