Supporting Statement for

NIH Office of Intramural Training & Education Application

NIH/OD/OIR/OITE

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Table of Contents

Attachments & Key URLs for Accessing Specific OITE Sponsored Training Program

Descriptions, Applications, Directions, and Frequently Asked Questions

1. Summer Internship Program in Biomedical Research (SIP) –
   https://www.training.nih.gov/programs/sip

2. Biomedical Engineering Summer Internship Program (BESIP) –
   http://www.training.nih.gov/student/sip/

3. Post-Baccalaureate Intramural Research Training Award –
   https://www.training.nih.gov/programs/postbac_irta

4. NIH Academy –
   https://www.training.nih.gov/programs/nih_academy

5. Community College Summer Enrichment Program (CCSEP) –
   http://tinyurl.com/oite-2010-ccsep

6. Technical Intramural Research Training Award –
   https://www.training.nih.gov/programs/tech_irta

7. Graduate Partnerships Program (GPP) –
   https://www.training.nih.gov/programs/gpp

8. Post-Doctoral Fellowship Program –
   https://www.training.nih.gov/programs/postdoc_irp

9. National Graduate Student Research Festival (NGSRF) –
   https://www.training.nih.gov/events/recurring/nih_national_graduate_student_research_festival

10. Undergraduate Scholarship Program (UGSP) –
    https://ugsp.nih.gov/home.asp?m=00

11. Alumni Database –
    https://www.training.nih.gov/for_former_trainees

12. Privacy Act Applicability

A1. Circumstances Making the Collection of Information Necessary

The Office of Intramural Training & Education (OITE) administers a variety of programs and initiatives to recruit pre-college through post-doctoral educational level individuals into the National Institutes of Health Intramural Research Program (NIH-IRP) to facilitate develop into future biomedical scientists. The authority to train future biomedical scientists comes from several sources:

- Title 42 Section 282(b)(13) of the U.S. Code authorizes the Director, NIH, to conduct and support research training for which fellowship support is not provided under Part 487 of the PHS Act (i.e., National Research Service Awards), and that is not residency training of physicians or other health professionals. Section 405(b)(1)(C) of the Public Health Service (PHS) Act [42 U.S.C. 284(b)(1)(C)] grants this same authority to the Director of each national research institute.

- Title 42 Part 63 of the Code of Federal Regulations specifies NIH rules regarding the procedure for applying for traineeships, the minimum qualifications for awards, and the criteria for awarding traineeships. Fellowships are awarded based on merit to promising students and young scientists who will gain the most benefit from the training opportunity—not on the basis of geographic, formula, per capita, or other extrinsic factors.

In addition to the statutes referenced above, legal authority also exists for specific NIH Institutes and Centers to conduct and support research training, as follows:

- National Cancer Institute (NCI) [per 42 U.S.C. 241 and 42 U.S.C. 285]
- National Center for Complementary and Alternative Medicine (NCCAM) [per 42 U.S.C. 287c-21(a)]
- National Human Genome Research Institute (NHGRI) [per 42 U.S.C. 287c(b)]
- National Institute of Nursing Research (NINR) [per 42 U.S.C. 285q-1]

- National Library of Medicine (NLM) [per 42 U.S.C. 286b-3]

- National Center on Minority Health and Health Disparities (NCMHD) [per 42 U.S.C. 287c-31]

- National Institute of Biomedical Imaging and Bioengineering (NIBIB) [per 42 U.S.C. 285r]

Finally, in 2001 the Graduate Partnerships Program was delegated authority by the Deputy Director for Intramural Research (DDIR) to train graduate students within the NIH-IRP.

Identification of participants to matriculate into the programs and initiatives comes from applications and related forms hosted through the OITE Web site http://www.training.nih.gov:

1. Summer Internship Program in Biomedical Research (SIP)

2. Biomedical Engineering Summer Internship Program (BESIP)

3. Post-Baccalaureate Intramural Research Training Award

4. NIH Academy

5. Community College Summer Enrichment Program (CCSEP)

6. Technical Intramural Research Training Award

7. Graduate Partnerships Program (GPP)

8. Post-Doctoral Fellowship Program

9. National Graduate Student Research Festival (NGSRF)

10. Undergraduate Scholarship Program (UGSP)

11. Alumni Database

The proposed information collection activity is necessary in order to determine the eligibility and quality of potential awardees for traineeships in these programs.

Prospective trainees for admission must apply directly to the NIH, and may be asked to provide the following information to ensure eligibility: personal information, eligibility criteria, contact information, student identification number, training program selection, scientific discipline interests, educational history, standardized examination scores, reference information, resume components, employment history, employment interests, dissertation research details, letters of recommendation, financial aid history, sensitive data, future networking contact, travel information, as well as feedback questions about interviews and application submission experiences. Sensitive data collected on the applicants, race, gender, ethnicity and recruitment method, are made available only to OITE staff members or in aggregate form to select NIH offices and are not used by the admission committee for admission consideration.

The principal appointment authority for programs (1) through (8) above is the Intramural Research Training Award (IRTA). The IRTA program was established in response to studies showing declining numbers of U.S. college graduates pursuing careers in biomedical research. The program was designed to facilitate and enhance the systematic development of future U.S. biomedical scientists by making available unique research training opportunities in laboratories of the NIH during the formative stages of their academic training or research careers.

Participation in the IRTA fellowship program is restricted to U.S. citizens, non-citizen nationals of the U.S., and individuals lawfully admitted for permanent residence in the United States. Eligibility for three of the programs above, however, extends as well to foreign citizens: Postdoctoral Fellowship Program, Graduate Partnerships Program, and the National Graduate Student Research Festival (NGSRF).

Applicants with foreign citizen status who are chosen for Post-Doctoral Fellowship Program or Graduate Partnerships Program may be appointed as part of the Visiting Fellowship (VF)

program. The VF is an award to a foreign scientists, with 5 years or less of relevant research experience, offering advanced research experience and training and not requiring the performance of services for the NIH. VFs are authorized by section 307 of the Public Health Service Act [42 U.S.C. 242l] and PHS Regulations at 42 CFR, Part 61, Subpart A.

Applicants chosen to participate in the NGSRF, a two-day recruitment event held on the main NIH campus in Bethesda, MD, come to the NIH as visitors with no formal appointment paperwork or financial support.

Participants in the Undergraduate Scholarship Program (UGSP) utilize the FTE appointment mechanism and therefore must be U.S. citizens, U.S. permanent residents or qualifying foreign nationals.

The financial support provided to the matriculates of the above programs comes from a variety of sources: appropriated funds, management funds, NIH-IRP investigators, and supply & service funds for the OITE.

Over the last several years, the OITE used several OMB Clearance Numbers to support information collection for the training programs listed above. To improve the announcement of all programs and lessen burden of applicants, the OITE proposes to merge the following three OMB Clearance Numbers:

- 0925-0299 – NIH Intramural Research Training Award, Program Application
- 0925-0438 – Undergraduate Scholarship Program (UGSP)
- 0925-0501 – Graduate Student Training Program Application

Renewing 0925-0299 OMB Clearance Number with the new name "Office of Intramural Training & Education Application".

A2. Purpose and Use of the Information Collection

The purpose of the proposed information collection activity is to assure that prospective trainees to the NIH Intramural Research Program meet basic eligibility requirements; to assess their potential as future scientists; to determine where mutual research interests exist; and to make decisions regarding which applicants will be proposed and approved for traineeship awards. In each case, completing the application is voluntary, but in order to receive due consideration, the prospective trainee must complete all required fields.

Many of the OITE applications utilize many of the following information fields: personal information (name, date of birth, fluencies, student identification number); eligibility information (citizenship, veteran status, certification questions, previous or current affiliation with NIH, trainee status, financial aid); contact information (mailing, email, phone for current, permanent and future address); training program selection; scientific discipline interests (research interests, medical entity/disease, institute-center); educational history (university, academic major, attendance dates, degree awarded/anticipated); employment history (type of employment, organization, department, address, title, salary, employment package benefits, category); standardized examination scores (GRE, MCAT, TOEFL); reference information (name, contact information, waive access); resume components (cover letter, research experience, publications, presentations, awards / honors, extracurricular activities, personal statement / research proposal, evaluate and describe your aptitude); dissertation research information; sensitive information (gender, race, ethnicity, marital status, disability, recruitment method); letter of recommendation (letter and evaluation form); travel information for candidate interviews; future

networking contact; feedback questions about interviews; and feedback questions about application configuration. Certain training programs require additional sensitive information to ensure eligibility for admission consideration; information includes, but not limited to: non-delinquent status information is true and complete; authorize release of information about academic, financial, services, etc…

Applicants selected to interview and offered admission into an NIH-University institutional 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.

The OITE staff and NIH investigators have access to applications for select programs based on their affiliation. Access to the information contained in each application is restricted by a login password that will be regulated and monitored by the OITE staff. For some programs, investigators select their own trainees; for others selections are made by an admissions committee. In the latter case, as decided by the admissions committee, a student displaying the ability to perform well in a trainee program will receive a notice to interview for a research-training award. Depending on the interview results, a student may receive an offer for admission into a training program of the NIH-IRP.

Over the last several years, the number of trainees in the NIH-IRP has ranged between 5000-6000 trainees, with slight variations on the training program distributions. To ensure the entire trainee population is receiving training and mentoring experiences to transition from student to colleague, the OITE created a series of workshops and activities to address research skills and

career development. Listed below is a small sample of the types of workshops / activities provided to the trainee populations:

- Orientation

- Scientific writing courses

- Teaching courses

- Improving spoken English programming

- Grant-writing workshops

- Leadership training

- Scientific skill development training (creating posters, giving talks, reading scientific papers)

- Getting into graduate school or professional school

- Career services including

    o Advice on graduate and professional school

    o Mock interviews

    o CV, resume, and personal statement review

    o Help exploring career options

    o Exploration of skills, values, and interests as they relate to careers

    o Guidance in informational interviewing and networking

    o Job search assistance

    o Help with interpersonal skills such as assertiveness and getting along in the lab

- Special Events

    o Spring Research Festival / Post-baccalaureate Poster Day

    o Graduate & Professional School Fair

    o Graduate Student Research Symposium

    o Career Symposium

    o International Expo

- Alumni Database

The OITE Alumni Database is being designed to track where the NIH-IRP trainees go once they leave the NIH but also to use the alumni population to further enhance the training experience of the program matriculates; a service already performed by many university alumni databases. In addition to basic information previously listed, the following fields are of interest for the Alumni Database: current status, employment, and future networking contact information.

A3. Use of Information Technology and Burden Reduction

The OITE applications are Web based and accessible through the OITE Web site: http://www.training.nih.gov. Features of the online applications include, but not limited to the following elements:

- Edit submitted application to ensure up-to-date information for evaluation
- Email confirmation of successful submission of application
- Email notice of recommendation request for trainee submission
- Email confirmation messages for the following items: application submitted, recommendation letter submitted, transcript PDF uploaded, standardized examination score PDF uploaded
- Resend recommendation request via email program
- Email notification of application status: invite, interview, accept, matriculate, etc…
- Online evaluation by admission committee members

In addition, prospective trainees are able to review Web pages hosting Application Directions and Frequently Asked Questions (FAQs) prior to submitting an application for admission consideration. The details posted within the Web pages ensure adequate time to carefully

complete and submit a well-organized application. The estimated time to complete an application is approximately 45-minutes based on a survey of applicants for admission consideration for the last two application cycles.

OITE's online system reduces the burden on every applicant by streamlining the application process, improves agency efficiency and responsiveness to the public, and reduces the financial cost to applicants (there is no application fee for the OITE programs).

A Privacy Impact Assessment (PIA) has been completed and submitted for the application database systems for the OITE programs: RTO (Research & Training Opportunities) and ARTIE (Application, Registration, Tracking, Investigator, and Evaluation).

A4. Efforts to Identify Duplication and Use of Similar Information

In general applicants for admission into the OITE programs must submit an application through either the RTO (Research & Training Opportunities) or ARTIE (Application, Registration, Tracking, Investigator, and Evaluation) software system because there are no duplicate sources available.   The few exceptions include the Post-Doctoral Fellowship Program, NGSRF and the Graduate Partnerships Program (GPP) for the reasons described below.

The postdoctoral program is unique in that it allows users to submit applications for multiple fellowships, whereas the other programs disallow multiple applications from the same individual. To minimize the amount of duplicate information that a returning user must enter, the postdoctoral system pre-populates all fields on the application form (except the cover letter field) with data the user provided on her most recently submitted application.

Similarly, the NGSRF application is designed to facilitate the user's subsequent application to the Postdoctoral Fellowship Program by importing most of the common data from the NGSRF application into the postdoctoral fellowship application.

Applicants to the Graduate Partnerships Program (GPP) do have university applications that contain much of the information required for admission consideration. However, this information is considered proprietary, therefore inaccessible by the GPP.

A5. Impact on Small Businesses or Other Small Entities

No small business or other small entities will be affected by the implementation of the Office of Intramural Training & Education application.

A6. Consequences of Collecting the Information Less Frequently

Without approval to collect applications for the various training programs, the OITE would be compromised on the ability to identifying highly qualified trainees of various educational levels for the NIH-IRP: summer interns, post-baccalaureates, technical students, graduate students, and post-doctorates. Submitted applications for admission remain active for one year and are then archived / disposed based on the NIH policy for Keeping and Destroying Records (http://www1.od.nih.gov/oma/manualchapters/management/1743/).

A7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This information collection is consistent with these guidelines. Individuals that submit an application to OITE do so voluntarily.

A8. Comments in Response to Federal Register Notice and Efforts to Consult Outside Agency

Notification of this information collection for the OITE Training Programs was originally published on July 20, 2010 (Vol. 75, No. 138 on pages 42097-42098). During the 60-day notice, no comments and recommendations were received.

Since the inception of the Office of Intramural Training & Education both formal and information consultations with the NIH Office of Human Resources, Intramural Research Programs of the Institutes-Centers, and university communities have convened to discuss concerns and ideas about training future biomedical scientists within the NIH Intramural Research Program (IRP). Specific areas of interest and discussion are included but not limited to the following:

- Recruitment of high-ability trainees
- Applications and interview process
- Requirements of advanced degrees
- Structure of NIH-University partnerships
- Trainee support and stipends
- Development of the NIH trainee community
- Monitoring, steering, and evaluation of training programs
- Faculty composition

A9. Explanation of Any Payment or Gift to Respondents

Neither payments nor gifts will be distributed to individuals for the encouragement of completing and submitting an application. However, students matriculating into the NIH-IRP may receive a

stipend, health benefits, and tuition based on eligibility regulations and outside support. For select OITE programs, financial support is renewable annually up to 5-years based on factors such as citizenship, research progress, etc… All trainees 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; the NIH Advisor for dissertation research supports subsequent years. The costs of attendance of participants in the National Graduate Student Research Festival (transportation, hotel, and meals) are covered for the 200 competitively selected individuals who attend each year. The UGSP provides scholarship funding up to $20,000 for reasonable educational expenses, while selected UGSP Scholars are their respective universities. When scholars return for their payback, the UGSP provides the salary and benefits for students returning without a terminal degree. For those returning to conduct their payback with a terminal degree, the UGSP will provide half of the salary and benefits.

A10. Assurance of Confidentiality Provided to Respondents

Information collected is available only to NIH scientific and program officials who recommend or approve awards, and to administrative, human resources, and financial officials who prepare the necessary documentation to arrange for stipend payments and to activate, renew, and terminate approved awards. These individuals are assigned login credentials, including "strong" passwords that conform to standards used by the Center for Information Technology, and the online tools these individuals use to access applicant data are restricted to OITE approved users. Applicants receive login credentials, including randomly generated or user-defined passwords, when they first apply. Also, references submit their letters of recommendation via a password-protected Web site.

The information collected is subject to the Privacy Act, and is collected and maintained in accordance to the following records system numbers:

- 09-25-0014 – Clinical Research: Student Records, HHS/NIH/OD/OIR/OE
- 09-25-0108 – Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti, HHS/NIH/OHRM
- 09-25-0140 – International Scientific Researchers in Intramural Laboratories, ORS/DIRS
- 09-25-0158 – Administration Records of Applicants and Awardees of the Intramural Research Training Awards Program, HHS/NIH/OD/OE
- 09-25-0165 – Office of Loan Repayment and Scholarship (OLRS), HHS/NIH/OD

The Privacy Act Notification Statement that appears on each application is one of the two:

- Collection of this information is authorized under 42 U.S.C. 282(b)(13), 284(b)(1)(C), 241, 242l, 282(b)(10), 284(b)(1)(K), 42 CFR Part 63, and 42 CFR Part 61, Subpart A. The primary use of this information is to evaluate your qualifications for research training at the National Institutes of Health. Additional disclosures may be made to law enforcement agencies concerning violations of law or regulation. Application for this program is voluntary; however, in order for us to process your application, you must complete the required fields.
- Collection of this information is authorized under 42 U.S.C. 241, 284(b)(1)(C), 286b-3, and 287c-1. The primary use of this information is to identify students for admission consideration in the National Institutes of Health Graduate Partnerships Program. It may be used to determine an individual's eligibility and evaluate their qualifications for an IRTA Fellowship, document the basis for management actions relating to fellowships that are awarded and to provide data for program evaluation. The information will be used to identify candidates for clinical and research fellow, clinical elective, and other training positions at the NIH and to maintain a permanent record of those individuals

who have received clinical research training at the NIH for historical and reference uses. This information will be disclosed to investigators, members of advisory committees, GPP staff and contractors working on our behalf. Submission of this information is voluntary, however, in order for us to review your application for consideration, you should complete all fields.

OITE utilizes two contractors for the application databases: Research & Training Opportunities (RTO) and Application-Registration-Tracking-Investigator-Evaluation (ARTIE) software programs that are accessed through a web browser.

Contractors for the RTO and ARTIE software systems adhere to the security guidelines contained within the DHHS Automated Information Systems Security Program (AISSP) Handbook. Software development is performed on a shared NIH server residing inside the NIH firewall (RTO software) and residing within the contractor's firewall (ARTIE software). Development occurs on contractor-owned servers, with staging occurring either on NIH or contractor serviced servers (RTO and ARTIE, respectively). All contract employees are subject to a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC).

Information contained in the archive database is protected in a similar manner as the original database.

A11. Justification for Sensitive Questions
The OITE applications do not contain sensitive questions as described in the Points to Consider in A.11. These applications do collect Personally Identifiable Information (PII), including: name, contact information, educational, financial aid history, and employment history. In addition, the

application does have a few questions that are optional: race/ethnicity, gender, and disabilities. These questions are answered voluntarily and used for statistical purposes only, to determine if program achieves equitable access. Only the OITE staff will have access to this information. Training within the NIH laboratories can accommodate special needs of the trainee.

A12. Estimates of Hour Burden Including Annualized Hourly Costs

The estimated time to complete the OITE online applications is 45-minutes which is based on a survey completed by applicants from the last two application cycles. Applicants are able to revisit their submissions to enhance information already provided within their record. Because these enhancements are not required for the application time associated with these actions are not included in the estimate to complete and submit the application.

Below is a sample burden statement used for the OITE applications.

- Burden Disclosure Statement for Applicants – Public reporting burden for this collection of information is estimated to average 45-minutes for the application and 45-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 (0925-0299). 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 (0925-0299). Do
  not return the completed form to this address.

The following table displays the estimated hour burden for each form included in this project.

A12 – 1 Estimates of Hour Burden				
Program	Estimated Number of Respondents	Estimated Number of Responses Annually Per Respondent	Average Burden Hours Per Response	Estimated Total Annual Burden Hours
Summer Internship Program in Biomedical Research (SIP)	8,500	1	0.75	6,375.0
Biomedical Engineering Summer Internship Program (BESIP)	100	1	0.75	75.0
Post-baccalaureate Intramural Research Training Award	2,300	1	0.75	1,725.0
NIH Academy	550	1	0.75	412.5
Community College Summer Enrichment Program (CCSEP)	125	1	0.75	93.8
Technical Intramural Research Training Award	140	1	0.75	105.0
Graduate Partnerships Program (GPP)	600	1	0.75	450.0
Post-Doctorate Fellowship Program	2,050	1	0.75	1,537.5
National Graduate Student Research Festival (NGSRF)	825	1	0.75	618.8
Undergraduate Scholarship Program (UGSP)	300	1	0.75	225.0
Alumni Database	1,900	1	0.75	1,425.0
Recommendations for All Programs	35,705	1	0.25	8,926.3
Supplemental Documents for Application	14,540	1	0.75	10,905.0
Feedback Questions	53,095	1	0.25	13,273.8
Totals	**120,730**			**46,147.5**

The following table indicates the annualized cost to respondents. Hourly wage rates for trainees are based on the 2010 NIH IRTA/Visiting Fellow Trainee Stipends. See

http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/.

Type of Respondent	Estimated Number of Respondents	Estimated Total Annual Burden Hours	Hourly Wage Based on NIH Stipend	Respondent Cost
A12 – 2 Annualized Cost to Respondents				
Summer Internship Program in Biomedical Research (SIP)	8,500	0.75	$12.50	$79,688.00
Biomedical Engineering Summer Internship Program (BESIP)	100	0.75	$12.50	$938.00
Post-baccalaureate Intramural Research Training Award	2,300	0.75	$14.17	$24,438.00
NIH Academy	550	0.75	$14.17	$5,844.00
Community College Summer Enrichment Program (CCSEP)	125	0.75	$14.17	$1,328.00
Technical Intramural Research Training Award	140	0.75	$17.66	$1,854.00
Graduate Partnerships Program (GPP)	600	0.75	$14.74	$6,633.00
Post-Doctorate Fellowship Program	2,050	0.75	$22.92	$35,234.00
National Graduate Student Research Festival (NGSRF)	825	0.75	$14.74	$9,120.00
Undergraduate Scholarship Program (UGSP)	300	0.75	$14.17	$3,188.00
Alumni Database	1,900	0.75	$20.00	$28,500.00
Recommendations for All Programs	35,705	0.25	$50.00	$446,313.00
Supplemental Documents for Application	14,540	0.75	$64.00	$697,920.00
Feedback Questions	53,095	0.25	$14.49	$192,337.00
Totals	**120,730**			**$1,533,335.00**

A13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no capital costs, operating costs, or maintenance costs to report.

A14. Annualized Cost to the Federal Government

The OITE utilized two software systems to cover applications for admission consideration into the training programs covered by this clearance request: RTO and ARTIE, each covered by a different contract that has a base year with four option years. The table below provides a fiscal year-by-year assessment of the costs associated with the application programs. Based on the information provided below, the estimated cost to the Federal Government is approximately $281,032.

A14 – 1 Cost to Federal Government				
Year of Contract	**NIH OD Research and Training Opportunities System (RTO)**	**Application, Registration, Tracking, Investigator, Evaluation System (ARTIE)**	**Totals**	
2006	$251,967		$251,967	
2007	$260,791		$260,791	
2008	$269,928	$266,424	$536,352	
2009	$279,354	$132,351	$411,705	
2010	$289,141	$81,021	$370,162	
2011		$66,952	$66,952	
2012		$69,295	$69,295	
Total Cost Over Seven Years			**$1,967,223**	
Estimated Average Cost Per Year			**$281,032**	

A15. Explanation for Program Changes or Adjustments

The OITE currently has three clearance approvals to cover applications for admission into our several programs.

- 0925-0299 – NIH Intramural Research Training Award, Program Application

- 0925-0438 – Undergraduate Scholarship Program (UGSP)

- 0925-0501 – Graduate Student Training Program Application

Upon careful review of these approvals and online application fields, the OITE concluded there is a substantial overlap of the required fields to determine eligibility and strength of applicants for admission into our programs. In order to minimize applicant confusion and increase efficiency of the office, the OITE wishes to merge these three clearances into one clearance.

By merging the OITE Clearances into one submission and removing the time associated with students reviewing already submitted applications the burden hours associated for our clearance decreased from 70,958 hours to 46,147.5 hours (see table below).

A15 – 1 Change in Burden Hours			
OMB Clearance Number	Previous OMB Approval of Burden Hours	Current OMB Approval Request of Burden Hours	Difference in Burden Hours
0925-0299	67,825	46,147.5	
0925-0438	2,033		
0925-0501	1,100		
Totals	**70,958**	**46,147.5**	**-24,810.5**

A16. Plans for Tabulation and Publication and Project Time Schedule

The information collected in the OITE applications will not be published for the general public but will be used for annual program assessments and more comprehensive program reviews on five-year increments that assess services provided to the NIH trainee community by the OITE.

Federal regulations for the protection of human subjects do not apply to this activity. The

following table represents a general overview of the admission process for all programs; slight

variations in the time schedule do exist for some programs.

Article I.	A.16 – 1 Project Time Schedule
Time Schedule	**Event**
September – December	Applications for Admission
December – January	Admission Committees or PIs Review Applications
February – March	Interviews for Admission
February – April	Acceptance Letters Submitted to Applicants
June / July	New Trainees Arrive on Campus

A17. Reason(s) Display of OMB Expiration Date Is Inappropriate

The OITE will display the OMB Clearance Number, Expiration Data, and Burden Disclosure

Statements on our applications in the following configuration in order to prevent confusion by

applicants:

OMB Number: 0925-0299

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

Privacy Act Notification

Burden Statement

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the Certification for Paperwork Reduction Act Submissions.