

Attachment 4: NIH Privacy Act Officer's Letter



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

DATE: May 12, 2011

TO: Amanda Greene, Ph.D., MPH, RN
Science Evaluation Officer
National Institute of Nursing Research

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: "National Institute of Nursing Research End-of-Life and Palliative Care Science Needs Assessment: Funding Source Questionnaire (NINR)"

I have reviewed the NINR submission to OMB to identify funding organizations of End-of-Life and Palliative Care (EOL PC) research studies published from 1997-2010. This information will be used in the analysis of the published research literature to determine which, if any, agencies or organizations funded the published study.

I have determined that the Privacy Act will apply to this data collection which involves the collection of personally identifiable information (PII) such as name of the published researcher and known email address. Responses will be collected via an e-mail invitation letter to complete the survey and e-mail reminder for which the respondents will be able to click on a URL to be directed to a web-based survey.

Respondents will be assigned a confidential ID number so the author's name and any other personal information will not be directly linked. Data files will be stored securely so that outsiders cannot see them. After the study is completed, the author's name and contact information will be destroyed. Answers will be collated with the responses of other participants and analyzed. No one will be identified in study reports or publications which may be published or presented publicly.

This data collection is covered by NIH Privacy Act Systems of Record 09-25-0156, "Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service, HHS/PHS/NIH/OD."

If you have any questions, please contact my office at (301) 402-6201.

Karen M. Plá

Enclosure