

**Supporting Statement A for**  
**NIH Office of Intramural Training & Education Application**  
**NIH/OD/OIR/OITE**  
**Spring 2013**

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## **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 Training Program (PBT)  
[https://www.training.nih.gov/programs/postbac\\_irta](https://www.training.nih.gov/programs/postbac_irta)
4. Community College Summer Enrichment Program (CCSEP)  
[https://www.training.nih.gov/ccsep\\_home\\_page](https://www.training.nih.gov/ccsep_home_page)
5. Technical Training Program (PBT)  
[https://www.training.nih.gov/programs/tech\\_irta](https://www.training.nih.gov/programs/tech_irta)
6. Graduate Partnerships Program (GPP)  
<https://www.training.nih.gov/programs/gpp>
  - a. Application Form for Select Institutional Partnerships (Long Form)
  - b. Registration Form for Select Institutional Partnerships (Short Form)
  - c. Registration Form for the Individual Partnership (Short Form)
7. National Graduate Student Research Conference (NGSRC)  
<https://www.training.nih.gov/programs/ngsrc>
8. Undergraduate Scholarship Program (UGSP)  
<https://www.training.nih.gov/programs/ugsp>
9. Alumni Database  
[https://www.training.nih.gov/for\\_former\\_trainees](https://www.training.nih.gov/for_former_trainees)
10. Survey - Optional Information: Race, Ethnicity, Gender, Birth Year and Disabilities
11. Survey - Time to Complete Online Form
12. Survey - GPP Interview Experience
13. UGSP Certification of Exceptional Financial Need (EFN)
14. UGSP Deferment for Current Scholars
15. 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 legal authority granted to NIH to train future biomedical scientists comes from several sources. Title 42 of the U.S. Code, Sections 241 and 282(b)(13) authorize the Director, NIH, to conduct and support research training for which fellowship support is not provided under Part 487 of the Public Health Service (PHS) Act (i.e., National Research Service Awards), and that is not residency training of physicians or other health professionals. Sections 405(b)(1)(C) of the PHS Act and 42 U.S.C. Sections 284(b)(1)(C)] and 285-287 grant this same authority to the Director of each of the Institutes/Centers at NIH.

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

1. Summer Internship Program in Biomedical Research (SIP)
2. Biomedical Engineering Summer Internship Program (BESIP)
3. Post-Baccalaureate Training Program (PBT)
4. Community College Summer Enrichment Program (CCSEP)
5. Technical Training Program (PBT)
6. Graduate Partnerships Program (GPP)
7. National Graduate Student Research Conference (NGSRC)
8. Undergraduate Scholarship Program (UGSP)
9. 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, relatives at NIH, 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 (6) 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 two of the programs above, however, extends as well to foreign citizens: Graduate

Partnerships Program (GPP) and the National Graduate Student Research Conference (NGSRC).

Applicants with foreign citizen status who are chosen for the Graduate Partnerships Program may be appointed as part of the Visiting Fellowship (VF) program. The VF is an award to a foreign scientist, 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. 242I] 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.

The Alumni Database is open to all former NIH trainees. There is no financial support provided to the NIH alumni.

The OMB Clearance Number used to support the information collection for the scholarship program and training programs is 0925-0299; titled "Office of Intramural Training & Education Application" with the expiration date of March 31, 2014. This clearance request is being submitted as a revision because of programmatic changes since the previous clearance approval in calendar year 2011.

## **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.

The OITE applications utilize many of the following information fields:

- Personal information (name, date of birth, fluencies, student identification number);
- Eligibility information (citizenship, certification questions, previous or current affiliation with NIH, trainee status, **financial aid**);
- Contact information (mailing, e-mail, 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 and interests (type of employment, organization, department, address, title, salary, employment package benefits, category);
- Standardized examination scores (GRE, MCAT);
- 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);
- Relatives at the NIH (name, Institute-Center);
- Travel information for candidate interviews;
- Future networking contact;
- Feedback questions about race, ethnicity, gender, disability and recruitment method
- Feedback questions about interviews;
- Feedback questions about application configuration

Applicants to the Undergraduate Scholarship Program (UGSP) must demonstrate their eligibility for admission by providing feedback on statements pertaining to:

- Non-delinquent status;
- Information is true, complete, and accurate;
- Authorize release of information about academic, financial, services, etc...

In addition, UGSP applicants must complete the Undergraduate Institution Certification of Exceptional Financial Need (EFN) form to ensure eligibility based on financial need. Applicants that become UGSP Scholars must complete the Academic Enrollment Certification and Service Obligation Deferment Request form if they need to defer the service obligation associated with the scholarship.

Applicants selected to interview and offered admission into the Graduate Partnerships Program (GPP) will be asked to respond anonymously to feedback questions that 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 training 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 4000 and 5000 trainees, with slight variations in the distribution across training programs. 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 and Management Training
- Scientific Skill Development Training (creating posters, giving scientific talks, reading scientific papers)
- Getting into Graduate School or Professional School
- Career Services
  - 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 Career Exploration
  - o Guidance in Informational Interviewing and Networking
  - o Job Search Assistance
  - o Help with Interpersonal Skills such as Assertiveness and Getting Along in the Laboratory
- Special Events
  - o Postbaccalaureate Poster Day
  - o Summer Poster Day
  - o Graduate & Professional School Fair
  - o Graduate Student Research Symposium
  - o Career Symposium
  - o International Expo
  - o National Graduate Student Research Conference
  - o Fellows Award for Research Excellence (FARE)
- Alumni Database
- Career Blog
- Videocasts and Online Resources

The OITE Alumni Database is 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: <https://www.training.nih.gov>. Features of the online applications include, but are not limited to the following elements:

- Edit submitted application to ensure up-to-date information for evaluation
- E-mail confirmation of successful submission of application
- E-mail notice of recommendation request for trainee submission

- E-mail confirmation messages for receipt of the following items: application submitted, recommendation letter submitted from each reference
- Resend recommendation request via e-mail program
- E-mail notification of application status

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 60-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 OITE programs).

A Privacy Impact Assessment (PIA) has been completed and submitted for the application database system for the OITE programs: RTO (Research & Training Opportunities).

#### **A4. Efforts to Identify Duplication and Use of Similar Information**

In general applicants for admission into the OITE programs must submit an application through the RTO (Research & Training Opportunities) software system because there are no duplicate sources available, excluding the Graduate Partnerships Program (GPP). 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 staff and admission committees.

#### **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 in 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 of based on the NIH policy for Keeping and Destroying Records (<http://go.usa.gov/49xB>).

#### **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 March 25, 2013 (Vol. 78, No. 57 on pages 17935-17936). During the 60-day notice, one comment was received and taken into consideration.

Since the inception of the Office of Intramural Training & Education both formal and informational 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 included but were not limited to the following:

- Recruitment of high-ability trainees
- Application and interview process
- Requirements for 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 to encourage the completion and submission of 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' budgets, Institute-Center budgets, 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 mentor for dissertation research supports subsequent years. The costs of attendance of participants in the National Graduate Student Research Conference (transportation, hotel, and meals) are covered for the 120 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 with a terminal degree to conduct their payback, the UGSP provides 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 NIH 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 the following:

The primary use of information collected via the Office of Intramural Training and Education (OITE) online forms is to evaluate an applicant's qualifications for research training at the National Institutes of Health (NIH). Information may be used during admission consideration; in preparing appointment paperwork; and to provide data for training program evaluation. Information will be disclosed to investigators, members of advisory committees, OITE staff, and contractors working on our behalf. 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 the OITE to process an application, the applicant must complete the required fields.

The legal authority granted to NIH to train future biomedical scientists comes from several sources. Title 42 of the U.S. Code, Sections 241 and 282(b)(13) authorize the Director, NIH, to conduct and support research training for which fellowship support is not provided under Part 487 of the Public Health Service (PHS) Act (i.e., National Research Service Awards), and that is not residency training of physicians or other health professionals. Sections 405(b)(1)(C) of the PHS Act and 42 U.S.C. Sections 284(b)(1)(C)] and 285-287 grant this same authority to the Director of each of the Institutes/Centers at NIH.

OITE utilizes one contractor for the application databases: Research & Training Opportunities (RTO), each form accessible through a Web browser.

The RTO software Contractor adheres 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. Development occurs on contractor-owned servers, with staging occurring on NIH servers. All contract employees are subject to a National Agency Check and Inquiry (NACIC) Investigation plus a Credit Check.

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, education, financial aid history, and employment history.

Information about whether an applicant has a relative at the NIH is collected to ensure compliance with the NIH Nepotism Chapter 2300-310-1 (see <http://go.usa.gov/49aj>).

In addition, the application does include several questions that are optional, i.e., not required for submission or admission consideration: race/ethnicity, gender, birth year, and disabilities. These questions are answered voluntarily and used for statistical purposes only, to determine if a 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 60-minutes, which is based on a survey completed by applicants to the training programs. 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 is not included in the estimate to complete and submit the application. The burden statement for applicants is as follows:

Public reporting burden for this collection of information is estimated to average 60-minutes per submission, including the time for reviewing instructions, frequently asked questions, and entering data in the form fields. 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 estimated time to complete the OITE online recommendation form and evaluation table is 15-minutes. References are able to revisit their submissions to enhance information already provided. Because these enhancements are not required for the letter of recommendation or evaluation table, time associated with these actions are not included in the estimate to complete and submit. The burden statement for references and university financial aid staff is as follows:

Public reporting burden for this collection of information is estimated to average 15-minutes per response, including the time for reviewing instructions. 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.

Table A12-1. Estimates of Hour Burden: The following table displays the estimated hour burden for each form included in this project.

Type of Respondent	Estimated Number of Respondents	Estimated Number of Responses Annually Per Respondent	Estimated Total Annual Burden Hours	Estimated Total Annual Burden Hours
Summer Internship Program in Biomedical Research (SIP)	6,820.0	1.0	1.0	6,820.00
Biomedical Engineering Summer Internship Program (BESIP)	80.0	1.0	1.0	80.00
Post-baccalaureate Training Program (PBT)	1,885.0	1.0	1.0	1,885.00
Community College Summer Enrichment Program (CCSEP)	100.0	1.0	1.0	100.00
Technical Training Program (TTP)	115.0	1.0	1.0	115.00
Graduate Partnerships Program (GPP) – Application (Select Institutional Partnerships)	250.0	1.0	1.0	250.00
Graduate Partnerships Program (GPP) - Registration (Select Institutional Partnerships + Individual Partnership)	140.0	1.0	1.0	140.00
National Graduate Student Research Conference (NGSRC)	800.0	1.0	1.0	800.00
Undergraduate Scholarship Program (UGSP)	200.0	1.0	1.0	200.00
Alumni Database	1,900.0	1.0	1.0	1,900.00
UGSP - Certificate of Eligibility (Completed by Applicant)	200.0	1.0	3 / 60	10.00
UGSP - Certificate of Eligibility (Completed by University Staff)	200.0	1.0	15 / 60	50.00
UGSP - Deferment Form (Completed by Applicant)	40.0	1.0	3 / 60	2.00
UGSP - Deferment Form (Completed by University Staff)	40.0	1.0	15 / 60	10.00
Reference Recommendation Letters for All Programs	23,235.0	1.0	15 / 60	5,808.75
Survey - Race-Ethnicity-Gender-Birth Year (25% Response Rate)	3,073.0	1.0	3 / 60	153.65
Survey - Time to Complete Application Form (4% Response Rate)	492.0	1.0	3 / 60	24.60
Survey - GPP Interview Experience (60% Response Rate)	30.0	1.0	10 / 60	5.0
<b>Totals</b>	<b>39,600.0</b>	<b>N/A</b>	<b>N/A</b>	<b>18,354.00</b>



Table A12-2. Annualized Cost to Respondents: The following table indicates the annualized cost to respondents. Hourly wage rates for trainees are based on the 2011-2012 NIH IRTA/Visiting Fellow Trainee Stipends. See <http://go.usa.gov/49cA>.

Type of Respondent	Estimated Number of Respondents	Estimated Burden Hours	Hourly Wage Based on NIH Stipend	Respondent Cost
Summer Internship Program in Biomedical Research (SIP)	6,820.0	6820.00	\$11.83	\$80,659.62
Biomedical Engineering Summer Internship Program (BESIP)	80.0	80.00	\$11.83	\$946.15
Post-baccalaureate Training Program (PBT)	1,885.0	1885.00	\$13.08	\$24,650.00
Community College Summer Enrichment Program (CCSEP)	100.0	100.00	\$11.83	\$1,182.69
Technical Training Program (PBT)	115.0	115.00	\$16.30	\$1,874.28
Graduate Partnerships Program (GPP) - Application (Select Institutional Partnerships)	250.0	250.00	\$13.61	\$3,401.44
Graduate Partnerships Program (GPP) - Registration (Select Institutional Partnerships + Individual Partnership)	140.0	140.00	\$13.61	\$1,904.81
National Graduate Student Research Conference (NGSRC)	800.0	800.00	\$13.61	\$10,884.62
Undergraduate Scholarship Program (UGSP)	200.0	200.00	\$11.83	\$2,365.38
Alumni Database	1,900.0	1900.00	\$16.28	\$30,938.40
UGSP - Certificate of Eligibility (Completed by Applicant)	200.0	10.00	\$11.83	\$118.27
UGSP - Certificate of Eligibility (Completed by University Staff)	200.0	50.00	\$18.25	\$912.33
UGSP - Deferment Form (Completed by Applicant)	40.0	2.00	\$13.08	\$26.15
UGSP - Deferment Form (Completed by University Staff)	40.0	10.00	\$18.25	\$182.47
Reference Recommendation Letters for All Programs	23,235.0	5808.75	\$57.79	\$335,678.73
Survey - Race-Ethnicity-Gender-Birth Year (25% Response Rate)	3,073.0	153.65	\$12.92	\$1,985.42
Survey - Time to Complete Application Form (4% Response Rate)	492.0	24.60	\$12.66	\$311.39
Survey - GPP Interview Experience (60% Response Rate)	30.0	5.0	\$13.61	\$68.03
<b>Totals</b>	<b>39,600.0</b>	<b>18,353.83</b>	<b>N/A</b>	<b>\$498,090.18</b>

**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**

For the last several years, the OITE utilized two application systems for the collection of information for admission consideration into the training programs: Application, Registration, Tracking, Investigator, Evaluation System (ARTIE) and Research Training and Opportunities (RTO). The RTO contract closed on September 28, 2012. The ARTIE contract will close on April 17, 2013. The total average cost of maintaining two separate application systems with similar functions and features was \$454,295.41 annually over the lifetime of the most recent contracts.

In an effort to provide long-term cost savings to the federal government, the OITE created a new contract for RTO to incorporate all OITE online applications into one application system: RTO Extended; closing date of September 28, 2013. The first year of a consolidated application system has a cost of \$383,412.00, which includes developmental costs for the UGSP and GPP applications. The immediate result of the merging of the application systems is an average cost savings of \$70,883.41. The OITE anticipates additional cost savings in subsequent years as a new multiyear contract is developed for RTO Extended.

Table A14-1. Cost to the Federal Government

<b>Contract</b>	<b>Duration of Contract</b>	<b>Cost of Contract</b>	<b>Average Cost per Year</b>
Application, Registration, Tracking, Investigator, Evaluation System (ARTIE) (Contract Closing on 17-Apr-2013)	5.5 Years	\$665,226.47	\$120,950.2 7
Research and Training Opportunities (RTO) (Contract Closed on 28-Sep-2012)	7.0 Years	\$2,333,416.00	\$333,345.1 4
Total Average Annual Cost of Application Systems (ARTIE + RTO)	N/A	N/A	\$454,295.4 1
Research and Training Opportunities System (RTO Extended) (Contract Closes on 28-Sep-2013) (New Contract will Start on 29-Sep-2013)	1.0 Year	\$383,412.00	\$383,412.0 0

**A15. Explanation for Program Changes or Adjustments**

The OITE currently uses 0925-0299 to cover the collection of information for the various training programs of the NIH Intramural Research Program.

Table A15-1. Change in Burden Hours

<b>OMB Clearance Year</b>	<b>Burden Hours</b>
Current Submission (Year 2013)	18,354.00
Previous Submission (Year 2011)	46,255.00
<b>Difference (Current – Previous)</b>	<b>-27,901.00</b>

The reduction in the number of burden hours comes from the following elements that have been implemented since the 2011 clearance approval:

- The NIH Academy program was removed from the reporting table because admission is restricted to current trainees of the NIH Postbaccalaureate Program; no applications are accepted from the general public.
- The NIH Postdoctorate application is no longer in use; it was therefore removed from the burden table.
- Based on the responses from this past year, the response rate for the 'Time to Complete' survey is not 100%, but rather 4% of all applicants.
- Based on the responses from this past year, the response rate for the 'Race/Ethnicity/Gender/Birth Year/Disability' survey is not 100%, but rather 25% of all applicants.
- In calculating the burden time for the 'Time to Complete', 'Race/Ethnicity/Gender/Birth Year/Disability', and 'GPP Interview Experience' surveys, the following criteria were used:
  - o 1-minute to answer 3-radio button questions; or minimum of 3-minutes for very short surveys with 5 or less radio button questions
  - o Text box fields for open-ended responses were set to 1-minute per text box

Utilizing the above elements yields a more accurate estimation of the burden time for the OITE application software and supporting documents.

#### **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.

Each training program has specific application opening and closing dates as well as admission procedures. The following list gives a general overview of the admission process for the training programs, though some programs use truncated versions of this procedure.

1. Collection of applications
2. Investigators review applications for invitations to interview
3. Select applicants receive invitation to interview
4. Applicants are interviewed for admission
5. Investigators rank interviewed applicants for admission offers
6. Admission offers sent to select interviewed applicants
7. Rejection letters sent to all other applicants
8. Matriculants added to NIH trainee population



Table A16-1. Project Time Schedule: Application Opening and Closing Dates

<b>Training Program</b>	<b>Application Opening Date</b>	<b>Application Closing Date</b>
Summer Internship Program in Biomedical Research (SIP)	November	March
Biomedical Engineering Summer Internship Program (BESIP)	November	March
Post-baccalaureate Training Program (PBT)	Open All Year	Not Applicable
Community College Summer Enrichment Program (CCSEP)	November	January
Technical Training Program (PBT)	Open All Year	Not Applicable
Graduate Partnerships Program (GPP) - Application for Select Institutional Partnerships	August	January
Graduate Partnerships Program (GPP) - Registration for Select Institutional Partnerships	Open All Year	Not Applicable
Graduate Partnerships Program (GPP) - Registration for Individual Partnership	Open All Year	Not Applicable
National Graduate Student Research Conference (NGSRC)	May	June
Undergraduate Scholarship Program (UGSP)	January	March
Alumni Database	Open All Year	Not Applicable
UGSP - Certificate of Eligibility	January	March
UGSP - Deferment Form	Open All Year	Not Applicable
Reference Recommendation Letters for All Programs	Open All Year	Not Applicable
Survey - Race-Ethnicity-Gender-Birth Year-Disability	Open All Year	Not Applicable
Survey - Time to Complete Application Form	Open All Year	Not Applicable
Survey - GPP Interview Experience	February	April

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

The OITE will display the OMB Clearance Number, Expiration Date, and Burden Disclosure Statements on our applications in the following configuration in order to prevent confusion by applicants:

- OMB Number: 0925-0299 {Indicates Approval for OITE to Collect Information}
- OMB Number Expiration Date: <Date> {Expiration Date of Approval to Collect Information; Renewed Every 3-Years}
- 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.