



**DATE:** March 19, 2013

**TO:** Sharon Milgram, Ph.D.  
Director, Office of Intramural Training & Education, OIR, OD

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: OD/OIR/OITE Application

I have reviewed the OMB submission, *NIH Office of Intramural Training and Education Application*. I have determined that the Privacy Act will apply because the application involves the collection of personally identifiable records designed to be retrieved by an identifier.

The purpose of the proposed collection activity is to determine the eligibility and quality of potential awardees for traineeships in the NIH Intramural Research Program (IRP) training programs hosted through the OITE Web site <https://www.training.nih.gov>.

Applicants for admission to a training program must apply directly to the NIH. They will be asked to voluntarily provide personal information such as educational and employment histories, standardized examination scores, resume components, dissertation research details, financial aid history, etc. Additionally, they will be asked to provide sensitive data such as race/ethnicity, gender, birth year, disabilities, relatives who work at NIH, recruitment method, etc.

The information provided will be stored in the OITE Alumni Database which is designed to track the awardee to further enhance their training experience and also where they go once they leave the NIH. The information is made available only to OITE-approved staff members, NIH scientific and program officials who recommend or approve awards, and administrative, human resource, and financial officials who prepare the necessary documentation to activate, renew, and terminate approved awards. These individuals are assigned login credentials, including strong passwords. Access to the database is provided for valid, business reasons only.

The data collection is covered by the NIH Privacy Act Systems of Record Notices listed below:

09-25-0014, Student Records  
09-25-0108, Guest Researchers, Special Volunteers, and Scientists Emeriti  
09-25-0140, International Scientific Researchers in Intramural Laboratories  
09-25-0158, Administration Records of Applicants and Awardees of the IRTA Program  
09-25-0165, Office of Loan Repayment and Scholarship

If you have any questions, please contact my office at (301) 496-2832.

Attachments

  
Karen M. Plá