



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
National Cancer Institute
Bethesda, Maryland 20892

Date: October 29, 2013

TO: Office of Management and Budget (OMB)

Through: Keith Tucker, Reports Clearance Officer, HHS
Seleda Perryman, Program Clearance Officer, NIH

FROM: Vivian Horovitch-Kelley, PRA OMB Project Clearance Liaison,
National Cancer Institute (NCI)/NIH

SUBJECT: Generic Clearance to Support Program and Administrative Operations At the
National Cancer Institute (NCI)

This is a request for OMB to approve the new generic submission titled, "Generic Clearance to Support Program and Administrative Operations at the National Cancer Institute (NCI)" for 3 years.

This is a request for a generic submission that would be used for administrative and program-related submissions. Administrative submissions are defined as information collections (ICs) wherein the primary content is used for administrative purposes (e.g., an application) or to monitor, measure, manage or improve a program. These ICs may involve little if any, subsequent analysis and/or the use of descriptive statistics. Some ICs are forms used to source and aggregate contact information, history, preferences, opinions, and/or other data that does not necessitate further inquiry but allow the respondents to maintain contact, indicate preferences, and respond to data calls of information that has not already been collected. Other ICs may be program-related requests for the purpose of monitoring, improving or assessing the effectiveness of the program.

This submission is the result of two years of analysis at the National Cancer Institute (NCI) which has demonstrated that more often than not, the potential and actual Paperwork Reduction Act (PRA) bootlegs that occur are administrative in nature, not research based. Additionally, NCI program staff who have submitted sub-projects that have been reviewed and returned by OMB, have contributed ideas and comments to this request. And finally, input and collaborations have been sought regarding this submission with program staff from different divisions and offices at NCI and PRA Liaisons at a variety of other National Institutes of Health (NIH) Institutes. Along with the analysis, NCI's ongoing education and outreach effort has increased the awareness and the need for a generic submission that covers administrative and program-related information collections. NCI's current scope for administrative generic sub-projects is non-existent and this submission would fill that gap.