



OFFICE OF INTRAMURAL TRAINING & EDUCATION • 2 CENTER DRIVE • BUILDING 2, SECOND FLOOR • BETHESDA, MD 20892-0240 • 301 496 2427

*The NIH is dedicated to building a diverse community in its training and employment programs.*

Office of Intramural  
Training & Education  
Office of Intramural Research  
Office of the Director  
National Institutes of Health  
U.S. Department of Health  
and Human Services

January 26, 2015

TO: Office of Information and Regulatory Affairs  
Office of Management and Budget

THRU: Department of Health and Human Services  
Office of the Chief Information Officer  
Office of Resources Management

FROM: Mikia Currie  
Program Analyst  
Project Clearance Branch

SUBJECT: Non-Substantive Change Request for 0925-0299  
Title: NIH Office of Intramural Training & Education Application  
Expiration Date: August 31, 2016

The NIH Office of Intramural Training & Education (OITE) wishes to submit a non-substantive change request to our current OMB Clearance 0925-0299, expiration date August 31, 2016. This submission was recently approved for use by the OITE for the various training programs and opportunities to prospective intramural trainees. [http://www.reginfo.gov/public/do/PRAViewICR?ref\\_nbr=201307-0925-002](http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=201307-0925-002).

Recently, the NIH/OITE created a program called: NIH Visit Week. This week long program brings undergraduate Native American students to the NIH Bethesda campus to visit with investigators, administrative staff, and trainees, to discuss and learn about research resources and training opportunities that may enhance their career development and solidify research interests. The weeklong agenda contains seminars about career development and exploration, facility tours, investigator presentations, and discussions about training opportunities. Students wishing to participate in the program submit a brief application that is based on the Summer Internship Program (SIP) application, though truncated to the following key areas: contact information, academic information, educational history, and one letter of recommendation. The admission committee will use the submitted information to assess a student's strength for participation in the week's events.

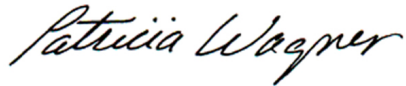
Although the SIP application could be used for this collection, the OITE wishes to restrict access to this cohort of applicants to very select NIH members, hence the request for a

new collection module. The OITE estimates a minimal increase to the respondent burden for the additional collection: 38.0 hours.

Type of Respondents	Number of Respondents	Participation Time (Hours)	Total Burden Hours
Native American Visit Week – Applicant	30	1	30.0 hours
Native American Visit Week – Reference	30	15 / 60	8.0 hours
Totals	60		38.0 hours

Enclosed you will find a copy of the application and letter of recommendation form. Should you have any questions or concerns regarding this request, please contact me at your earliest convenience.

Best regards,



Patricia KM Wagner, PhD  
Director of Admissions & Registrar  
Graduate Partnerships Program  
Office of Intramural Training & Education  
Cell: 240-476-3619  
Email: wagnerpa@od.nih.gov

Enclosed:  
VisitWeekNIH-Application.pdf  
VisitWeekNIH-Recommendation.pdf