

Supporting Statement A for
Application Forms for the NIDA Summer Research Internship Program

National Institutes of Health

NIH/NIDA/ODHD

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Check off which applies:

- New
- Reinstatement with Change
- Reinstatement without Change
- Extension
- Emergency
- Existing

In Use without OMB Number

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Attachments (save file names to match what is being referenced: (ex: x.baseline; y.screener

LIST OF ATTACHMENTS

Attachment 1 - Student Application Form

Attachment 2 – Example of drop-down Menus in Student Application Form

Attachment 3 – Privacy Act Memo

A. Justification

Abstract:

This is a request for approval of an existing Collection that is in use without an OMB Control Number. It was discovered that application forms for the NIDA Summer Research Internship Program were being used without OMB Clearance from the Paperwork Reduction Act, in 2015 and in earlier years. The National Institute on Drug Abuse (NIDA), the National Institutes of Health (NIH), seeks to rectify this by applying for clearance for the application forms for this program so that the information collection for this program will be in compliance with the Act from now on. These applications are essential to the administration of these training programs as they enable NIDA to determine the eligibility and quality of potential awardees; to assess their potential as future scientists; 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 is encouraged to complete all relevant fields. The information is for internal use to make decisions about prospective fellows and students that could benefit from the NIDA Summer Research Internship Program.

A.1 Circumstances Making the Collection of Information Necessary

NIDA requests a three-year clearance for the application forms to be used by its Summer Research Internship Program. This program recruits high school and undergraduate individuals from underrepresented populations into a summer internship program of the Institute for research training and development in substance abuse research.

The NIDA Summer Research Internship program introduces high school and undergraduate students of underrepresented populations to substance abuse research through internships with NIDA grantees at universities across the United States and Puerto Rico. Students intern with NIDA principal investigators for 8-10 weeks during the summer. The internship experience may include laboratory experiments, formal courses, data collection, data analysis, patient recruitment, manuscript preparation, literature reviews and library research. This outreach and pipeline program exposes students interested in biomedical and behavioral research careers to cutting edge substance abuse research.

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) 282 (11)B 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. And 2 US Code 293c, Chapter 6, SubChapter V. Part B, Educational assistance in the health professions regarding individuals from disadvantaged backgrounds.

A.2 Purpose and Use of the Information Collection

The purpose of the proposed information is to for the selection of the best applicants for the NIDA Summer Research Internship Program. Application forms obtain information about the potential of interns for successful training are necessary, and NIDA will request clearance for any additional forms should new programs be introduced in the future.

The information ensures that students applying to this program meet basic eligibility requirements; specifies their interest in substance abuse research, future career goals, and the research they would like to conduct. The information enables decision-making regarding which applicants will be selected for internships. In each case, completing the application is voluntary, but in order to receive due consideration, the prospective applicant must complete all information fields required by the program.

Information included in the forms can be:

- Personal information (name, date of birth, gender, race, ethnicity (Hispanic or non-Hispanic));
- Eligibility information (citizenship);
- Contact information (current address, e-mail, phone number, permanent mailing address); If under 18 years of age parent or guardian name, phone number, email address is required;
- Educational history (current school (high school/college or university), expected graduation date, academic major/minor, grade point average);
- Reference information (name, title, organization, phone number, email, relationship to applicant, letter of recommendation);
- Statement of Research Career Interest
- Resume (name, education, research experience, skills, work and volunteer experience, publications, presentations, awards / honors, extracurricular activities, qualifications, transcripts);
- Research site selection and summer schedule conflicts
- Question on how they learned of the program.

The NIDA staff review the completed applications to determine which applicants will be selected to participate in the program. In the application, applicants select three research sites where they are interested in taking the training, NIDA matches selected interns with one of their site choices and works with the host site to coordinate the logistics of the summer internship. Participating research sites are sent the contact information of the summer intern (no confidential information such as race, ethnicity, or gender is sent to the host site).

The demographic information collected will only be used **internally** at NIDA to monitor the success rate for all racial, ethnic, and gender groups that apply for the summer internship program. These data will be reviewed and analyzed internally by NIDA staff for the purpose of performance analysis, future planning, and program improvement. Only aggregate conclusions will be shared with external stakeholders – no individual, personally identifiable information will be shared or used outside of NIDA.

A.3 Use of Information Technology and Burden Reduction

The applications are Web based and will be accessible through the NIDA Web site:

<https://www.training.nih.gov/>, or <http://www.drugabuse.gov/about-nida/organization/offices/office-diversity-health-disparities-odhd#research>. A Privacy Impact Assessment will be conducted annually, if the NIH Privacy Act Office indicates this is necessary. The information requested is for the purpose of identifying the best interns for this program among all applicants.

Features of the online applications include, but are not limited to the following elements:

- Editable submitted application until the application deadline
- E-mail notice to referee for letter of recommendation request
- E-mail confirmation of successful submission of application, and recommendation letter submitted from each reference
- Reminder email to submit letter of recommendation
- E-mail notification of application status

In addition, prospective interns will be able to review Web pages hosting Application /Directions, research site selections (<http://www.drugabuse.gov/sites/default/files/sposummer.pdf>), and Frequently Asked Questions (FAQs, <https://nidaextshare.nida.nih.gov/SRP/Forms/FAQs.doc>) prior to submitting an application for admission consideration. The details posted on the site will enable applicants to carefully complete and submit a well-organized application. The estimated time to complete an application is approximately 60-minutes, based on the PHS398 completed by applicants to other training programs.

The NIDA 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 this program).

A.4 Efforts to Identify Duplication and Use of Similar Information

Applicants to the program must submit a completed application through the NIDA system because there are no duplicate sources available to collect the information needed by this program about applicants.

A.5 Impact on Small Businesses or Other Small Entities

No small business or other small entities will be affected by this program. Every effort has been made to streamline processes and instructions and to simplify the applications and reporting processes. NIDA's internal clearance process ensures that no undue burden is placed on any applicant for this program.

A.6 Consequences of Collecting the Information Less Frequently

This program is implemented annually. Each year a new set of participants is selected. The information is collected only once a year for the award selection purposes. It cannot be collected less frequently.

A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This information collection is consistent with these guidelines. Submitting an application to this program is voluntary.

A.8.1 Comments in Response to the Federal Register Notice

Notification of information collection for this training program was published, in the Federal Register Notice, on September 2, 2015, Vol. 80, No. 170, on page 53164. During the 60-day notice, no comments were received.

A.8.2 Efforts to Consult Outside Agency

The application form for this training program has been developed and vetted for clarity and burden by the NIDA Director of the Office of Diversity and Health Disparities, Dr. Albert Avila, and cooperating NIDA staff.

A.9 Explanation of Any Payment of Gift to Respondents

No payments or gifts are provided to respondents for completing the application form.

A.10 Assurance of Confidentiality Provided to Respondents

The information collected is available to NIDA staff via an internal SharePoint site. The staff includes science program officials and analysts who review and evaluate applications that are assigned to them by the Program Director. Access to the SharePoint site will be via protected login credentials. Applicants and referees are provided a link to the application site and will enter their information after establishing login credentials that include "strong" passwords that conform to standards used by the NIH Center for Information Technology. Applicants will have access to only their own applications once they have been uploaded to the site. Letters of recommendation that are submitted to NIDA will be entered into the internal NIDA SharePoint site, and this site has restricted access.

Privacy is assured to the extent provided by law. The information is collected and maintained in accordance with the DHHS Automated Information Systems Security Program Handbook. For all applications the software used is on an internal shared NIH server residing inside the NIH firewall.

A.11 Justification for Sensitive Questions

No sensitive information on sexual orientation, risk behaviors, religious beliefs, or other personal matters is asked. Race, ethnicity, gender, age, and residency status information is asked for the purpose of determining applicant eligibility and for monitoring program success.

A.12.1 Estimated Annualized Burden Hours

The estimated time to complete the online summer internship applications is 60 minutes, based on the PHS398 completed by applicants to other training programs. The number of completed applications expected is 350 based on the number of applicants that were received in the previous year.

A.12-1. Estimated Annualized Burden Hours

Form Name	Type of respondent	Number of respondents	Number of responses per respondent	Average burden per response (in hours)	Total Annual Burden Hours
Application Form	High School Students	100	1	1	100
Application Form	Undergraduates	250	1	1	250
Total		350			350

A.12-2 Annualized Cost to Respondents

A.12-2 Annualized Cost to the Respondents:

Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden Per Response (in hours)	Hourly Wage Rate*	Respondent Cost
High School Students	100	1	1	\$7.25	\$725.00
Undergraduates	250	1	1	\$7.25	\$1,813.00
Total	350		350		\$2538.00

*Current reported minimum wage—according to: <http://www.dol.gov/whd/minimumwage.htm>

A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no capital costs, operating costs, application fees, or maintenance costs to report.

A.14 Annualized Cost to the Federal Government

The total cost to the Federal Government for this program is approximately \$361,869 per year as detailed in the table below:

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
NIDA Program Oversight Officer	15:3	\$134,662	20%		\$26,932.00
NIDA Program Analyst	9:9	\$66,710	50%		\$33,355.00
NIDA IT Supervisor	13.10	\$90,823	10%		\$9082.00
Contractor Cost					
Intern Travel					\$32,000.00
Other Cost (Stipends to Applicants)					\$260,000.00
Operational Costs for Data Collection Activities – Printing, equipment, overhead), non-labor					\$500.00
Other Contractual costs for data collection, non-labor					NA
Travel costs associated with data collection					NA
Other costs, non-labor					
Total					\$361,869.00

A.15 Explanation for Program Changes or Adjustments

This is an existing collection in use without an OMB Control Number. The collection was conducted once in each year, since the inception of the Program approximately 20 years ago. This request is to rectify the Program’s previous use of the forms without OMB Clearance from the Paperwork Reduction Act. The information collection is necessary to make the best selection of trainees for this important Program.

A.16 Plans for Tabulation and Publication and Project Time Schedule

Analysis of the program information is planned, with possible publication, however no personal identifiable information will be extracted from the data tabulations and used in any publication.

A.16 - 1 Project Time Schedule	
Activity	Time Schedule
Letters sent to respondents	6 weeks after OMB approved program application deadline
Analyses	5 months after OMB approved program launches
Publication	no earlier than 6 months after OMB approved program launches

A.17 Reason(s) Display of OMB Expiration Date is Inappropriate

The OMB control number and expiration date will be displayed.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the Certification for Paperwork Reduction Act Submissions.