

Mini Supporting Statement A

Pilot Testing the National Cancer Institute's Center for Cancer Training (CCT) Application Form for electronic Individual Development Plan (eIDP)

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ATTACHMENTS

Attachment 1 - Initial eIDP Trainees Screenshots

Attachment 1a - Expanded View Screenshot - Deliverables & Trainings Tab

Attachment 1b - Expanded View Screenshot - Career Goals & Career Trainings Tab

Attachment 2a – Exit Survey Part 1 - Alumni Network Survey

Attachment 2b – Exit Survey Part 2 - Feedback Survey

Attachment 3 - Email Notification

Attachment 4 - Pilot Feedback Survey

Attachment 4a – Pilot Feedback Survey Email Invitation

A.1 Circumstances Making the Collection of Information Necessary

The National Cancer Institute's (NCI) Center for Cancer Training (CCT) supports NCI's goal of training cancer researchers for the 21st century. Trainees come to the NCI with various educational levels (postbaccalaureate, graduate students, postdoctoral fellows) and for varying periods of time (3 months to 5 years). Training at the NCI focuses on the development of science, professional, and career skills. Completing an annual Individual Development Plan (IDP) is a crucial step in facilitating trainees' career and professional development and is a standard in graduate and postdoctoral education. An IDP is an effective tool for trainees to think about their career goals and skills needed to achieve them during their tenure at the NCI. Trainees work together with their research mentor to organize and summarize their research projects, consider career goals, and set training goals and expectations.

This information collection request is to pilot test the electronic Individual Development Plan (eIDP). This pilot program will be used to evaluate the usability of the eIDP and shortly afterwards a new PRA OMB clearance submission will be requested. The data collected comes from a detailed questionnaire focused on responses to career and professional goals and expectations while the trainee works at the NCI. It is expected that the trainees will complete the eIDP annually and that the eIDP process could be improved by their responses. The effectiveness of training could also be enhanced by the reports received by the trainees completing the eIDP. The eIDP fulfills the requirements of the National Cancer Institute (NCI) training authority as established under: Section 413 (b) (3) of the Public Health Service Act, 42 USC 285a-2 (b) (3), as amended pertaining to the NCI, which states that the Director, NCI, in carrying out the National Cancer Program . . . shall . . . "support appropriate programs of education and training (including continuing education and laboratory and clinical research training)."

A.2 Purpose and Use of the Information Collection

The purpose of the eIDP (**Attachment 1**) is to ensure that NCI trainees are receiving proper career and professional guidance, making appropriate progress, and determining activities to achieve their goals. All fields within the eIDP are required fields.

This request is for a pilot test involving approximately 500 trainees for the eIDP in order to collect input on the application and review processes. The primary purpose of the pilot is to assess the clarity of the instructions for the eIDP system and whether there are any unintended consequences.

The eIDP is used to track trainees' career and professional goals and to ensure trainees receive the tools needed to achieve those goals.

The eIDP utilizes many of the following information fields:

- General information (name, year of training, training title, terminal degree, lab/branch/office name, research mentor and lab/branch/office chief names);
- Contact information (e-mail, phone and location for current lab/branch/office);
- Research training activities (project description, training needed to accomplish research goals, deliverables);
- Career goals and training activities (future career path, skills needed to achieve goals);
- Expectations for training (trainee and mentor expectations)

The pilot will be able to evaluate the capacity of the eIDP to help trainees better complete their IDP. The pilot will be administered electronically to trainees (**Attachments 1, 1a, and 1b**). Upon completion of their training at the NCI, trainees will be asked to electronically complete an exit survey (**Attachments 2a and 2b**). Electronic email will be used to request completion of the eIDP (**Attachment 3**). The pilot will be used to collect feedback about the usability of the eIDP (**Attachments 4 and 4a**).

A.3 Use of Information Technology and Burden Reduction

A completed Individual Development Plan has always been required annually by the trainee, but until now it has been paper based. Using an electronic IDP is advantageous because it will save time and lessen the burden to the users compared to managing paper copies.

The eIDP is web-based. The pilot survey will be administered using an email invitation (**Attachment 3**) and the trainee will complete the eIDP by computer. The NCI Privacy Act Coordinator was consulted, and it was determined that a Privacy Impact Assessment (PIA) is needed. A PIA will be drafted and reviewed.

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

This information will not be collected anywhere else and is unique to the trainees' eIDP.

A.5 Impact on Small Businesses or Other Small Entities

There is no impact on small businesses or other small entities.

A.6 Consequences of Collecting the Information Less Frequently

Information will be collected and updated once annually until the trainee leaves the NCI. Annual collection of the eIDP is needed to better train and track the trainee population in order to support NCI's goal of training future cancer researchers.

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

This survey will be implemented in a manner that fully complies with 5 C.F.R. 1320.5.

A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

No efforts have been made to consult with an outside agency.

A.9 Explanation of Any Payment of Gift to Respondents

No payments nor gifts will be distributed to the individuals completing the eIDP.

A.10 Assurance of Confidentiality Provided to Respondents

All information will be kept private to the extent provided by law. Only intramural trainees will have the ability to initiate their eIDPs using their NIH login credentials.

A.11 Justification for Sensitive Questions

Gender is pre-populated from data available from the NIH Enterprise Directory. The trainee may complete optional fields for gender/ethnicity. Data collected will be used for internal tracking to ensure we attract a diverse trainee population.

Personally Identifiable Information (PII) collected includes: name, contact information, and education. Federal regulations for the protection of human subjects do not apply to this activity. The information collected is covered by the NIH Privacy Act Systems of Records Notice (SORN) is #09–25–0014, “Clinical Research; Student Records, HHS/PHS/NIH/OD/OIR/OE.”

A.12.1 Estimated Annualized Burden Hours

A list of trainees who are required to complete the eIDP is identified by NCI’s Center for Biomedical Informatics & Information Technology (CBIIT) using information available through NIH Enterprise Directory and the Fellowship Payment System. Implementation of the pilot eIDP will be phased in over a six-month period. It is estimated there will be a total of 500 trainee respondents who will complete the initial eIDP, the Alumni Exit Survey, the Exit Feedback Survey, and the Pilot Feedback Survey. The initial eIDP and three surveys will take approximately 2 to 60 minutes to complete, depending on the form. The estimated hour burden included for this information collection is 726 hours (Table A.12-1).

Table A12-1. Estimated Annualized Burden Hours

Form Name	Type of Respondent	Number of Respondents	Number of Responses Per Respondent	Average Time Per Response (in hours)	Total Annual Burden Hours
Initial eIDP Trainees (Attachment 1)	Individuals	500	1	1	500
Exit Survey – Alumni (Attachment 2a)	Individuals	500	1	5/60	42
Exit Survey – Feedback (Attachment 2b)	Individuals	500	1	20/60	167
Pilot Feedback Survey (Attachment 4)	Individuals	500	1	2/60	17
Total		500	2000		726

A.12.2 Annualized Cost to Respondents

The annualized cost to respondents is estimated to be \$32,807.94 (Table A.12.2). The source of the Hourly Wage Rate is a Medical Scientist (19-1042) from the Bureau of Labor and Statistics (https://www.bls.gov/oes/current/oes_nat.htm).

A12.2. Annualized Cost to the Respondents

Form Name	Number of Respondents	Total Annual Burden Hours	Hourly Wage Rate	Respondent Cost
Initial eIDP Trainees	500	500	\$45.19	\$22,595.00
Exit Survey – Alumni	500	42	\$45.19	\$1,897.98
Exit Survey – Feedback	500	167	\$45.19	\$7,546.73
Pilot Feedback Survey	500	17	\$45.19	\$768.23
Total	2,000	2,000		\$32,807.94

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

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

A.14 Annualized Cost to the Federal Government

The annualized cost to the Federal Government for the proposed data collection effort is estimated to be \$70,569.89 (Table A.14.1). The federal personnel are responsible for completing and approving the trainees' eIDP. The contractor tasks include the support,

operation, and maintenance of the eIDP, including troubleshooting of the initial phase.

Table 14.1 Annualized Cost to the Federal Government

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Training Director	15/5	\$152,760	5%		\$7,638.00
Research Mentor (PI)	15/6	\$157,253	0.5%		\$786.27
Lab/Branch/Office Chief	15/7	\$161,746	0.5%		\$808.73
CCT Admin Staff	14/6	\$133,689	1%		\$1,336.89
Contractor Cost					
Computer/Website Developer					\$60,000.00*
Travel					
					\$0
Other Cost					
					\$0
Total					
					\$70,569.89

* This is an estimated cost (25% of a technical member effort) because this is one part of a larger contract that includes other tasks the contractor completes.

A.15 Explanation for Program Changes or Adjustments

N/A

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

Results will be tabulated after the completion of the eIDP. The results from this pilot and any publications or presentations are not generalizable and will not be used to make broad, expansive conclusions.

The study time schedule is outlined in Table A.16-1.

Table A16-1. Proposed Time Schedule

Activity	Months after OMB Approval
Initiate eIDP	Month 0-2
Complete eIDP	Month 3
Analyze responses and revise eIDP	Months 4-6
Run reports	Months 6-8
Begin eIDP renewal	Months 9-12

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

We are not requesting an exemption to the display of the OMB Expiration Date.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

This survey will comply with the requirements in 5 C.F.R. 1320.9.