Mini Supporting Statement A

Pilot Survey
the National Cancer Institute's
Introduction to Cancer Research Careers (ICRC)
Application

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ATTACHMENTS

Attachment 1– ICRC Application

Attachment 2 – ICRC Pilot Survey

Attachment 3 – ICRC Reference Letter Module

Attachment 4 – ICRC Automated Emails

Mini Supporting Statement A

The National Cancer Institute's (NCI) Introduction to Cancer Research Careers (ICRC) fellowship program supports NCI's goal of training cancer researchers for the 21st century. Applying to the ICRC program through the ICRC website is required in order for undergraduates, postbaccalaureate, graduate student candidates to be considered for entry into the program. This information collection request is to pilot test the ICRC application survey. This pilot survey will be used to evaluate the ease of usability and functionality of the ICRC application.

A.1   Circumstances Making the Collection of Information Necessary

The National Cancer Institute's (NCI) Introduction to Cancer Research Careers (ICRC) fellowship program supports NCI's goal of training cancer researchers for the 21st century. Fellows who come to the NCI through the ICRC program have various educational levels (undergraduates, postbaccalaureate, graduate students) and for varying fellowship periods (3 months to 5 years). Training at the NCI focuses on the development of science, professional, and career skills. Applying to the ICRC program through the ICRC website (https://icrc.nci.nih.gov/) is required in order for candidates to be considered for entry into the program.

This information collection request is to pilot test the ICRC application survey. This pilot survey will be used to evaluate the ease of usability of the ICRC application. The data collected comes from a survey focused on responses to application functionality. It is expected that the applicants will complete the ICRC application survey and that the ICRC application process could be improved by their responses.

The ICRC fellowship program fulfills the requirements of the 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)". Training early career scientists is a critical part of the NCI mission. NCI's research enterprise is dependent upon the research efforts of these fellows. Fellows gain comprehensive experience in designing and executing research studies, analyzing data, writing up study results, and in some cases, publishing in peer-reviewed journals.

A.2   Purpose and Use of the Information Collection

The purpose of the ICRC Application (**Attachment 1)** is to assure that candidates for the ICRC program meet basic eligibility requirements; to assess their potential as future scientists; to determine where mutual research interests exist; and to make decisions regarding which applicants will be proposed and approved for fellowship awards. The information is for internal use to make decisions about prospective fellows and students that could benefit from the ICRC program.

Participation in the ICRC program includes U.S. citizens and U.S. permanent residents from populations underrepresented in science and/or financially disadvantaged backgrounds. The full-time fellowship program may include college students, post-baccalaureates who have completed either college or master level degrees; or graduate students.

This request is for a pilot survey (**Attachment 2**) involving approximately 120 applicants. The primary purpose of the pilot is to collect input on the application's usability and functionality.

Prospective ICRC fellows must apply directly to NCI. The ICRC application (**Attachment 1**) is web-based and accessible through the NCI web site: https://icrc.nci.nih.gov/.

Once the application is submitted, the system generates an email request to two references who are asked to submit a letter of recommendation on behalf of the applicant. The email links the references to an online textbox where they can type their reference letter (**Attachment 3**). Two reference letters are required for each applicant.

A.3   Use of Information Technology and Burden Reduction

Submission of an ICRC application is required annually to be considered for the program. The online application was developed in order to save time and resources, and to lessen the burden to the applicants, references, and government employees accessing the applications.

The application is web-based. The pilot survey will be administered to the applicant immediately following the submission of the application. The applicant will receive an automated email confirming submission and in this email a link to complete the pilot survey (**Attachment 2**) will be included. The NCI Privacy Coordinator was consulted, and it was determined that a Privacy Impact Assessment (PIA) is needed. A PIA is pending approval with the NCI Privacy Coordinator.

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

This information will not be collected anywhere else and is unique to the candidate's application.

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

This is a one-time annual information collection.

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

There are no special circumstances relating to the Guidelines of 5 CFR 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

Neither payments nor gifts will be provided to respondents.

A.10 Assurance of Confidentiality Provided to Respondents

Only applicants will have the ability to initiate their applications using a password protected login of their choice. ICRC program managers will have the ability to review all submitted applications. A group of NCI staff (mainly NCI Principle Investigators) will review all eligible applications and will select the top 18 applicants who will be the ICRC participants. After the 18 candidates have been selected, any NCI staff member can request access to review applications. ICRC program managers manage this access and NCI staff who request access to review application

All information will be kept private to the extent provided by the Privacy Act. The information collected is covered by the NIH Privacy Act System of Records Notice (SORN), #09-25-0014, "Clinical Research; Student Records, HHS/PHS/NIH/OD/OID/OE" published on 9/26/2002 (67 FR 60742).

A.11 Justification for Sensitive Questions

Personally Identifiable Information (PII) is collected on the ICRC application. These include: full name, date of birth, phone number, email, citizenship status, home address, emergency contact name and number, school name, and contact information for two references.

In addition, the ICRC application asks applicants to indicate how they believe their participation in the program could further diversify the biomedical research consistent with the National Institutes of Health's (NIH) Notice of Interest and Diversity. Applicants will have the opportunity to specify whether they are from an underrepresented population or if they are financially disadvantaged. They are asked to include this information in their diversity statement using terms of their own choosing. If they qualify based on financial disadvantage, they must submit recent tax forms showing that their income is below guidelines issued annually by the Department of Health and Human Services and published in the Federal Register under the title, Low-Income Levels" Used for Various Health Professions and Nursing Programs Authorized in Titles III, VII, and VIII of the Public Health Service Act.

A.12-1 Estimated Annualized Burden Hours

Respondents apply for the Introduction to Cancer Research Careers (ICRC) fellowship program through the website (https://icrc.nci.nih.gov/). Automated system emails are sent out to applicants at various times throughout the application cycle, all the way right before the candidates begin their fellowship (Attachment 4).

There are three instruments: the application, the pilot survey, and the reference letter. It is anticipated that 120 applicants will spend approximately one hour completing and submitting the application, as well as completing the pilot survey. For the reference letter, each applicant has 2 references, so it is estimated that there will be 240 respondents. This is a total of 360 respondents (the same 120 for Attachments 1 and 2), and then an additional 240).

The total estimated burden for this information collection is 246 hours (Table A.12-1).

Table A.12-1. 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
ICRC Application (Attachment 1)	Individuals	120	1	60/60	120
Pilot Survey (Attachment 2)	Individuals	120	1	3/60	6
ICRC Reference Letter (Attachment 3)	Individuals	240	1	30/60	120
Total		360	480		246

A.12-2 Annualized Cost to Respondents

The annualized cost to the respondents is estimated to be $7,194 (Table A.12-2).

A.12-2. Annualized Cost to the Respondents

Type of Respondent	Total Annual Burden Hours	Hourly Wage Rate*	Respondent Cost
Individual: ICRC Applicant	120	$24.34*	$2,920.80
Individual: ICRC Pilot Survey	6	$24.34*	$146.04
Individual: ICRC Reference Letter	120	$34.39**	$4,126.80
Total	246		$7,193.64

*The mean hourly wage rate for the ICRC applicants is cited from the U.S. Bureau of Labor Statistics, All Occupations, Occupation Code 00-0000. https://www.bls.gov/oes/2017/May/oes_nat.htm.

**The mean hourly wage rate for Postsecondary Teachers is cited from the U.S. Bureau of Labor Statistics, Occupation code 25-1081. https://www.bls.gov/2017/May/oes251081.htm Wages for teachers that do not generally work year-round, full time, are reported as annual salaries depending on how they are typically paid. Annual Mean Wage for college and university professors is $71,530. To determine the Hourly Wage Rate in the table above, the Annual Mean Wage was leveled over 40 hours per week, times 52 weeks per year (2,080). This amounts to $71,530 divided by 2,080, which equals $34.39.

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 $86,508 (Table A.14-1). The ICRC federal personnel are responsible for reviewing and distributing the applications. The contractor tasks include the design and management of the ICRC application.

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					
ICRC Program Manager	12/2	$84,266	50%		$42,133.00
Chief, Workforce Development Branch	14/7	$137,508	1%		$1,375.08
Contractor Cost					$43,000.00
Travel					$0
Other Cost					$0
Total					$86,508.08

***The salary in the table above is cited from https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/html/DCB.aspx

A.15   Explanation for Program Changes or Adjustments

This is a generic sub-study request.

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

There are no plans for tabulation or publication of the ICRC application. The information collected will be used to assess the appropriateness of applicants to the ICRC program and to communicate accepted applicant's qualifications to prospective NCI mentors for fellowship placement.

The results from the pilot survey will not be used to make broad, expansive conclusions and instead will be used to assess the usability of the application and modify the application prior to the full OMB submission.

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

Table A.16-1. Proposed Time Schedule

Activity	Estimated Date
ICRC Application Open Date	September 1
ICRC Application Close Date	November 28
ICRC Application Pilot Survey	September 1-December 1
Assess Pilot Survey	November 1-December 31
Submit full OMB submission for ICRC Application	January 15, 2019

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.