

**Supporting Statement A for
NIH Office of Intramural Training & Education Application**

NIH/OD/OIR/OITE

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Sharon Milgram, Ph.D.
Director, Office of Intramural Training & Education
National Institutes of Health
2 Center Drive: Building 2 / 2E06
Bethesda, Maryland 20892-0234
Phone: 301-594-9605
Fax: 301-594-9606
E-mail: milgrams@od.nih.gov
Web: <http://www.training.nih.gov>

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Attachments for Accessing Specific OITE Sponsored Training Program Descriptions, Applications, Directions, and Frequently Asked Questions

1. Summer Internship Program – Application
2. Summer Internship Program – Amgen Scholars at NIH – Supplemental Application
3. Summer Internship Program – High School Scientific Training Enrichment Program – Contact Information
4. NIH Visit Week – Application
5. Undergraduate Scholarship Program – Application
6. Undergraduate Scholarship Program – Certificate of Exceptional Financial Need
7. Undergraduate Scholarship Program – Renewal Application for Scholars
8. Undergraduate Scholarship Program – Deferment Form for Scholars
9. Undergraduate Scholarship Program – Scholar Contract
10. Undergraduate Scholarship Program – Evaluation of Scholar During Payback Period
11. Postbaccalaureate / Technical Training Program Application
12. NIH Academy – Supplemental Application
13. Graduate Partnerships Program – Application for Admission
14. Graduate Partnerships Program – Registration for Admission
15. Graduate Partnerships Program – Interview Experience Survey
16. Evaluation – Recommendation Letters for Training Programs
17. Survey – Optional Statistics
18. Privacy Act Applicability
19. Privacy Impact Assessment

A1. Circumstances Making the Collection of Information Necessary

The Office of Intramural Training & Education (OITE) administers a variety of programs and initiatives to recruit pre-college through post-doctoral educational level individuals into the National Institutes of Health Intramural Research Program (NIH-IRP) to facilitate their development into future biomedical scientists.

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) 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.

Identification of participants to matriculate into the programs and initiatives comes from applications and related forms hosted through the OITE Web site <https://www.training.nih.gov>:

1. High School Scientific Training & Enrichment Program (HiSTEP)
2. Summer Internship Program in Biomedical Research (SIP)
3. Community College Summer Enrichment Program (CCSEP)
4. Graduate Student Opportunities to Advance Research (G-SOAR)
5. Post-Baccalaureate Training Program (PBT)
6. NIH Academy
7. Technical Training Program (PBT)
8. Graduate Partnerships Program (GPP)
9. Amgen Scholars at NIH Program
10. Undergraduate Scholarship Program (UGSP)
11. NIH Visit Week
12. Alumni Database

The proposed information collection activity is necessary to determine the eligibility and quality of potential awardees for traineeships and participation in these programs.

Prospective trainees for admission must apply directly to the NIH, and may be asked to provide the following information to ensure eligibility: personal information, eligibility criteria, contact information, student identification number, training program selection, scientific discipline interests, educational history, standardized examination scores, reference information, resume components, employment history, employment interests, dissertation research details, letters of recommendation, financial aid history, sensitive data, future networking contact, travel information, as well as feedback questions about interviews and application submission experiences. Sensitive data collected on the applicants': race, gender, ethnicity, relatives at NIH, and recruitment method, are made available only to OITE staff members or in aggregate form to select NIH offices and are not used by the admission committee for admission consideration.

The principal appointment authority for programs (1) through (9) above is the Intramural Research Training Award (IRTA). The IRTA program was established in response to studies showing declining numbers of U.S. college graduates pursuing careers in biomedical research. The program was designed to facilitate and enhance the systematic development of future U.S. biomedical scientists by making available unique research training opportunities in laboratories of the NIH during the formative stages of their academic training or research careers.

The IRTA appointment mechanism is restricted to U.S. citizens, non-citizen nationals of the U.S., and individuals lawfully admitted for permanent residence in the United States.

The Graduate Partnerships Program (GPP) extends admission to foreign citizens with the Visiting Fellowship (VF) appointment mechanism. The VF is an award to a foreign scientist offering advanced research experience and training and not requiring the performance of services for the NIH. VFs are authorized by section 307 of the Public Health Service Act [42 U.S.C. 242] and PHS Regulations at 42 CFR, Part 61, Subpart A.

Participants in the Undergraduate Scholarship Program (UGSP) utilize the FTE appointment mechanism and therefore must be U.S. citizens, U.S. permanent residents or qualifying foreign nationals.

Amgen Scholars at NIH are funded by the Amgen Foundation and managed by the Foundation for the National Institutes of Health.

Participants in the NIH Visit Week are visitors and receive financial support from National Institute of General Medical Sciences (NIGMS).

The financial support provided to participants comes from a variety of sources: appropriated funds, management funds, NIH-IRP investigators, supply & service funds for the OITE, as well as donations from foundation(s).

The Alumni Database is open to all former NIH trainees, regardless of the appointment mechanism. There is no financial support provided to the NIH alumni.

The OMB Clearance Number used to support the information collection for the scholarship program and training programs is 0925-0299; titled "Office of Intramural Training & Education Application" with the expiration date of August 31, 2016. This clearance request is being submitted as a revision because of programmatic changes since the previous clearance approval in calendar year 2013.

A2. Purpose and Use of the Information Collection

The purpose of the proposed information collection activity is to assure that prospective trainees to the NIH Intramural Research 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 traineeship awards. In each case, completing the application is voluntary, but in order to receive due consideration, the prospective trainee must complete all required fields.

The OITE applications utilize many of the following information fields:

- Personal information (name, date of birth, fluencies, student identification number);
- Parental information for minors (parent name, email address, and phone number);
- Eligibility information (citizenship, certification questions, previous or current affiliation with NIH, trainee status, financial aid, relative at NIH (name, Institute-Center));
- Contact information (mailing, e-mail, phone for current, permanent and future address);
- Contact information of parents/guardians (phone number, email address, and relationship to minor);

- Admission Preferences (training program selection, sub-program selection, Institute-Center, campus location)
- Scientific discipline interests (research interest keywords, Institute-Center);
- Educational history (university, academic major, attendance dates, degree awarded/anticipated, grade point average);
- Employment / training history and interests (type of employment / training, organization, department, address, title, salary, employment package benefits, category);
- Standardized examination scores (GRE, MCAT);
- Reference information (name, contact information, waive access);
- Resume components (cover letter, research experience, publications, presentations, awards / honors, extracurricular activities, personal statement / research proposal, evaluate and describe your aptitude);
- Dissertation research information;
- Sensitive information (gender, race, ethnicity, disability, recruitment method);
- Letter of recommendation (letter and evaluation form);
- Travel information for candidate interviews;
- Future networking contact;
- Feedback questions about recruitment resources;
- Feedback questions to renew program participation;
- Feedback questions about interviews;

Applicants to the Undergraduate Scholarship Program (UGSP) must demonstrate their eligibility for admission by providing feedback on statements pertaining to:

- Non-delinquent status;
- Information is true, complete, and accurate;
- Authorize release of information about academic, financial, services, etc...

In addition, UGSP applicants must complete the Undergraduate Institution Certification of Exceptional Financial Need (EFN) form to ensure eligibility based on financial need. Applicants that become UGSP Scholars must complete the Academic Enrollment Certification and Service Obligation Deferment Request form if they need to defer the service obligation associated with the scholarship. UGSP Scholars that wish to continue their scholarship or have not yet fulfilled the payback requirement must complete the Scholarship Contract.

UGSP scholars that wish to renew their award, must complete a UGSP Renewal Application that contains additional information about their current academic progress, benefits received from the UGSP, how participation has impacted career choices, and future goals. A recommendation letter from an NIH or university mentor is also requested.

Applicants selected to interview and offered admission into the Graduate Partnerships Program (GPP) will be asked to respond anonymously to feedback questions that will be used to evaluate the interview process and identify factors that were essential in their decision to accept or decline the admission offer. Responses to the questions will be used to improve the interview sessions and recruiting material.

The OITE staff and NIH investigators have access to applications for select programs based on their affiliation. Access to the information contained in each application is restricted by a login password that will be regulated and monitored by the OITE staff. For some programs, investigators select their own trainees; for others, an admission committee makes selections. In the latter case, as decided by the admissions committee, a student displaying the ability to

perform well in a training program will receive a notice to interview for a research-training award. Depending on the interview results, a student may receive an offer for admission into a training program of the NIH-IRP.

Over the last several years, the number of trainees in the NIH-IRP has ranged between 4000 and 5000 trainees, with slight variations in the distribution across training programs. To ensure the entire trainee population is receiving training and mentoring experiences to transition from student to colleague, the OITE created a series of workshops and activities to address research skills and career development. Listed below is a small sample of the types of workshops / activities provided to the trainee populations:

- Orientation
- Scientific Writing Courses
- Teaching Courses
- Mindfulness Course
- Improving Spoken English Programming
- Diversity and Inclusion in a Multicultural Society
- Grant-Writing Workshops
- Leadership and Management Training
- Scientific Skill Development Training (creating posters, giving scientific talks, reading scientific papers)
- Getting into Graduate School or Professional School
- Career Services
 - Advice on Graduate and Professional School
 - Mock Interviews
 - CV, Resume, and Personal Statement Review
 - Help Exploring Career Options
 - Exploration of Skills, Values, and Interests as they Relate to Careers
 - Career Exploration
 - Guidance in Informational Interviewing and Networking
 - Job Search Assistance
 - Help with Interpersonal Skills such as Assertiveness and Getting Along in the Laboratory
- Special Events
 - Postbaccalaureate Poster Day
 - Summer Poster Day
 - Graduate & Professional School Fair
 - Graduate Student Research Symposium
 - Career Symposium
 - International Expo
 - Fellows Award for Research Excellence (FARE)
- Alumni Database
- Career Blog
- Videocasts and Online Resources

The OITE Alumni Database is designed to track where the NIH-IRP trainees go once they leave the NIH but also to use the alumni population to further enhance the training experience of the program matriculants, a service already performed by many university alumni databases. In addition to basic information previously listed, the following fields are of interest for the Alumni Database: current status, employment, and future networking contact information.

A3. Use of Information Technology and Burden Reduction

The OITE applications are Web based and accessible through the OITE Web site: <https://www.training.nih.gov>. Features of the online applications include, but are not limited to the following elements:

- Edit submitted application to ensure up-to-date information for evaluation
- E-mail confirmation of successful submission of application
- E-mail notice of recommendation request for trainee submission
- E-mail confirmation messages for receipt of the following items: application submitted, recommendation letter submitted from each reference
- Resend recommendation request via e-mail program
- E-mail notification of application status

In addition, prospective trainees are able to review Web pages hosting Application Directions and Frequently Asked Questions (FAQs) prior to submitting an application for admission consideration. The details posted within the Web pages ensure adequate time to carefully complete and submit a well-organized application. The estimated time to complete an application is approximately 60-minutes based on a survey of applicants for several application cycles.

OITE's 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 OITE programs).

A Privacy Impact Assessment (PIA) has been completed and submitted for the application database system for the OITE programs: RTO (Research & Training Opportunities).

A4. Efforts to Identify Duplication and Use of Similar Information

In general applicants for admission into the OITE programs must submit an application through the RTO (Research & Training Opportunities) software system because there are no duplicate sources available, excluding the Graduate Partnerships Program (GPP). Applicants to the Graduate Partnerships Program (GPP) do have university applications that contain much of the information required for admission consideration; however, this information is considered proprietary, therefore inaccessible by the GPP staff and admission committees.

A5. Impact on Small Businesses or Other Small Entities

No small business or other small entities will be affected by the implementation of the Office of Intramural Training & Education application.

A6. Consequences of Collecting the Information Less Frequently

Without approval to collect applications for the various training programs, the OITE would be compromised in the ability to identifying highly qualified trainees of various educational levels for

the NIH-IRP: summer interns, post-baccalaureates, technical students, and graduate students. Submitted applications for admission remain active for one year and are then archived / disposed of based on the NIH policy for Keeping and Destroying Records (<http://go.usa.gov/49xB>).

A7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This information collection is consistent with these guidelines. Individuals that submit an application to OITE do so voluntarily.

A8. Comments in Response to Federal Register Notice and Efforts to Consult Outside Agency

Notification of this information collection for the OITE Training Programs was originally published on **Tuesday, November 10, 2015 (Vol. 80, No. 217 on pages 69685-69686)**. No comments were received during the 60-day notice.

Since the inception of the Office of Intramural Training & Education both formal and informational consultations with the NIH Office of Human Resources, Intramural Research Programs of the Institutes-Centers, and university communities have convened to discuss concerns and ideas about training future biomedical scientists within the NIH Intramural Research Program (IRP). Specific areas of interest and discussion included but were not limited to the following:

- Recruitment of high-ability trainees
- Application and interview process
- Requirements for advanced degrees
- Structure of NIH-University partnerships
- Trainee support and stipends
- Development of the NIH trainee community
- Monitoring, steering, and evaluation of training programs
- Faculty composition

A9. Explanation of Any Payment or Gift to Respondents

Neither payments nor gifts will be distributed to individuals to encourage the completion and submission of an application. However, students matriculating into the NIH-IRP may receive a stipend, health benefits, and tuition based on eligibility regulations and outside support. For select OITE programs, financial support is renewable annually up to 5-years based on factors such as citizenship, research progress, etc. All trainees are supported by NIH investigators' budgets, Institute-Center budgets, and/or university contributions. First-year graduate students enrolled in institutional partnerships are supported by the GPP through pooled funds collected from Institute-Center donations; NIH mentor for dissertation research supports subsequent years. The UGSP provides scholarship funding up to \$20,000.00 for reasonable educational expenses, while selected UGSP Scholars are at their respective universities. When scholars return for their payback, the UGSP provides the salary and benefits for students returning without a terminal degree. For those returning with a terminal degree to conduct their payback, the UGSP provides half of the salary and benefits. **Amgen Scholars at NIH receive financial**

support from the Amgen Foundation. Participants of the NIH Visit Week receive a grant from NIGMS. NIH Academy Enrichment Program Scholars are supported through a variety of mechanisms.

A10. Assurance of Confidentiality Provided to Respondents

Information collected is available only to NIH scientific and program officials who recommend or approve awards and to administrative, human resources, and financial officials who prepare the necessary documentation to arrange for stipend payments and to activate, renew, and terminate approved awards. These individuals are assigned login credentials, including "strong" passwords that conform to standards used by the NIH Center for Information Technology, and the online tools these individuals use to access applicant data are restricted to OITE-approved users. Applicants receive login credentials, including randomly generated or user-defined passwords, when they first apply. Also, references submit their letters of recommendation via a password-protected Web site.

The information collected is subject to the Privacy Act, and is collected and maintained in accordance to the following records system numbers:

- 09-25-0014 – Clinical Research: Student Records, HHS/NIH/OD/OIR/OE
- 09-25-0108 – Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti, HHS/NIH/OHRM
- 09-25-0140 – International Scientific Researchers in Intramural Laboratories, ORS/DIRS
- 09-25-0158 – Administration Records of Applicants and Awardees of the Intramural Research Training Awards Program, HHS/NIH/OD/OE
- 09-25-0165 – Office of Loan Repayment and Scholarship (OLRS), HHS/NIH/OD

The Privacy Act Notification Statement that appears on each application is the following:

The primary use of information collected via the Office of Intramural Training and Education (OITE) online forms is to evaluate an applicant's qualifications for research training at the National Institutes of Health (NIH). Information may be used during admission consideration; in preparing appointment paperwork; and to provide data for training program evaluation. Information will be disclosed to investigators, members of advisory committees, OITE staff, and contractors working on our behalf. Additional disclosures may be made to law enforcement agencies concerning violations of law or regulation. Application for this program is voluntary. However, in order for the OITE to process an application, the applicant must complete the required fields.

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) 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.

OITE utilizes one contractor for the application databases: Research & Training Opportunities (RTO), each form accessible through a Web browser.

The RTO software Contractor adheres to the security guidelines contained within the DHHS Automated Information Systems Security Program (AISSP) Handbook. Software development is performed on a shared NIH server residing inside the NIH firewall. Development occurs on contractor-owned servers, with staging occurring on NIH servers. All contract employees are subject to a National Agency Check and Inquiry (NACIC) Investigation plus a Credit Check.

Information contained in the archive database is protected in a similar manner as the original database.

A11. Justification for Sensitive Questions

The OITE applications do not contain sensitive questions as described in the Points to Consider in A.11. These applications do collect Personally Identifiable Information (PII), including: name, contact information, education, financial aid history, and employment history.

Information about whether an applicant has a relative at the NIH is collected to ensure compliance with the NIH Nepotism Chapter 2300-310-1 (see <http://go.usa.gov/49aj>).

Participants of the HiSTEP program provide name and contact information (including phone number, email address, and relationship) for their parents / legal guardians for participation in an orientation and completion of appointment paperwork two-months before the start of the program.

In addition, applicants to the training programs are invited to voluntarily complete and submit a brief survey used to assess equitable access based on: race/ethnicity, gender, birth year, and disabilities. Results of the optional survey are only presented in aggregate and restricted to OITE staff members. Training within the NIH laboratories can accommodate special needs of the trainee.

A12. Estimates of Hour Burden Including Annualized Hourly Costs

The estimated time to complete the OITE online applications is 60-minutes, which is based on a survey completed by applicants to the training programs. Applicants are able to revisit their submissions to enhance information already provided within their record. Because these enhancements are not required for the application, time associated with these actions is not included in the estimate to complete and submit the application. The burden statement for applicants is as follows:

Public reporting burden for this collection of information is estimated to average 60-minutes per submission, including the time for reviewing instructions and frequently asked questions and entering data in the form fields. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA 0925-0299. Do not return the completed form to this address.

The estimated time to complete the OITE online recommendation form and evaluation table is 15-minutes. References are able to revisit their submissions to enhance information already provided. Because these enhancements are not required for the letter of recommendation or evaluation table, time associated with these actions is not included in the estimate to complete and submit. The burden statement for references and university financial aid staff is as follows:

Public reporting burden for this collection of information is estimated to average 15-minutes per response, including the time for reviewing instructions. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0299). Do not return the completed form to this address.

Table A12-1. Estimates of Hour Burden: The following table displays the estimated hour burden for each form included in this project.

Type of Respondent	Estimated Number of Respondents	Estimated Number of Responses Annually Per Respondent	Estimated Total Annual Burden Hours	Estimated Total Annual Burden Hours
Summer Internship Program - Application	7,525	1	1	7,525
Amgen Scholars at NIH Program - Supplemental Application	300	1	3 / 60	15
High School Scientific Training & Enrichment Program - Contact Information	40	1	3 / 60	2
NIH Visit Week - Application	30	1	1	30
Undergraduate Scholarship Program (UGSP) - Application	150	1	1	150
Undergraduate Scholarship Program - Certificate of Exceptional Financial Need (Completed by Applicant)	300	1	3 / 60	15
Undergraduate Scholarship Program - Certificate of Exceptional Financial Need (Completed by University Staff)	300	1	15 / 60	75
Undergraduate Scholarship Program (UGSP) - Renewal Application	15	1	1	15
Undergraduate Scholarship Program - Deferment Form (Completed by UGSP Scholar)	40	1	3 / 60	2
Undergraduate Scholarship Program - Deferment Form (Completed by University Staff)	40	1	15 / 60	10
Undergraduate Scholarship Program - Scholar Contract	30	1	10 / 60	5

Undergraduate Scholarship Program - Evaluation of Scholar PayBack Period	50	1	15 / 60	13
Postbaccalaureate / Technical Training Program - Application	2,050	1	1	2,050
NIH Academy Training Program - Supplemental Application	225	1	1	225
Graduate Partnerships Program - Application	275	1	1	275
Graduate Partnerships Program - Registration	150	1	1	150
Graduate Partnerships Program - Interview Experience Survey (60% Response Rate)	30	1	10 / 60	5
Evaluation - Recommendation Letters for Prospective Students	22,570	1	15 / 60	5,643
Survey - Optional Statistics (Majority of Programs; 25% Response Rate)	2,571	1	3 / 60	129
Totals	36,691	N/A	N/A	16,334

Table A12-2. Annualized Cost to Respondents: The following table indicates the annualized cost to respondents. Hourly wage rates for trainees are based on the 2011-2012 NIH IRTA/Visiting Fellow Trainee Stipends. See <http://go.usa.gov/49cA>.

Type of Respondent	Estimated Number of Respondents	Estimated Total Annual Burden Hours	Hourly Wage Based on NIH Stipend	Burden Cost
Summer Internship Program - Application	7,525	7,525	\$12.34	\$92,858.50
Amgen Scholars at NIH Program - Supplemental Application	300	15	\$12.34	\$185.10
High School Scientific Training & Enrichment Program - Contact Information	40	2	\$10.04	\$20.08
NIH Visit Week - Application	30	30	\$12.34	\$370.20
Undergraduate Scholarship Program (UGSP) - Application	150	150	\$12.34	\$1,851.00
Undergraduate Scholarship Program - Certificate of Exceptional Financial Need (Completed by Applicant)	300	15	\$12.34	\$185.10

Undergraduate Scholarship Program - Certificate of Exceptional Financial Need (Completed by University Staff)	300	75	\$19.03	\$1,427.25
Undergraduate Scholarship Program (UGSP) - Renewal Application	15	15	\$12.34	\$185.10
Undergraduate Scholarship Program - Deferment Form (Completed by UGSP Scholar)	40	2	\$15.57	\$31.14
Undergraduate Scholarship Program - Deferment Form (Completed by University Staff)	40	10	\$19.03	\$190.30
Undergraduate Scholarship Program - Scholar Contract	30	5	\$12.34	\$61.70
Undergraduate Scholarship Program - Evaluation of Scholar PayBack Period	50	123	\$60.10	\$781.32
Postbaccalaureate/Technical Training Program - Application	2,050	2,050	\$13.79	\$28,269.50
NIH Academy Training Program - Supplemental Application	225	225	\$13.79	\$3,102.75
Graduate Partnerships Program - Application	275	275	\$15.17	\$4,171.75
Graduate Partnerships Program - Registration	150	150	\$15.17	\$2,275.50
Graduate Partnerships Program - Interview Experience Survey (60% Response Rate)	30	5	\$15.17	\$75.85
Evaluation - Recommendation Letters for Prospective Students	22,570	5,643	\$60.10	\$339,153.33
Survey - Optional Statistics (Majority of Programs; 25% Response Rate)	2,571	129	\$12.76	\$1,646.04
Totals	36,691	16,334	N/A	\$476,841.51

A13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

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

A14. Annualized Cost to the Federal Government

Over the last decade, the OITE has been using online application systems for the collection and processing of information submitted by prospective trainees for participation in the NIH-IRP training programs and special events. Through the years, these applications have been merged and enhanced based on changes in the trainee environment and administration needs. At present, the OITE has a contract for the Research and Training Opportunities (RTO) application system. A summary of the contract duration and cost is presented in the table below. On average, the annual cost of the RTO application system is \$337,193.33.

Table A14-1. Cost to the Federal Government

Cost Descriptions	Grade / Step	Salary (\$/hour)	% of Effort (hours/week)	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Deputy Director					\$11,812
Program Analyst					\$55,000
Program Analyst					\$27,500
Contractor Cost					
Senior Engineer / Analyst		\$136.00	96	0.00	\$13,056
Engineer / Analyst		\$98.92	3,160	0.00	\$312,596
Travel					0
Other Cost					0
Total Costs					\$419,964

The annual cost for the support of the OITE application system is approximately \$419,964, annually.

A15. Explanation for Program Changes or Adjustments

The OITE currently uses 0925-0299 to cover the collection of information for the various training programs and special events of the NIH Intramural Research Program. There have been many changes to the OITE training programs since 2013. In particular, several new subprograms have been added to expose students interested in biomedical careers to the various options available to their career development.

The following items have yielded a reduction in the respondent burden:

- The survey used to estimate the burden to complete and submit an application has been retired. Results from the last several years indicate the estimates used for 0925-0299 are valid and no modification needed. In fact, the OITE uses an estimated time of 60-minutes even though the vast majority of applicants complete the online forms closer to 45-minutes.
- The OITE is no longer collecting applications for the National Graduate Student Research Conference, hence this application removal from this clearance request.
- The OITE removed the Alumni Database from this clearance request because members are not prospective trainees.

The following items have yielded an increase in the respondent burden:

- Creation of the High School Scientific Training & Enrichment Program (HiSTEP) for high school students.
- Creation of the Amgen Scholars at NIH program for undergraduate students.
- Collection of applications for the NIH Visit Week, funded by NIGMS.
- The OITE has included the NIH Academy program application since both current and prospective postbaccalaureate trainees are able to complete the application prior to receiving a formal invitation to participate in the Postbaccalaureate Training Program; prerequisite for admission into the NIH Academy.

Overall, these modifications have resulted in a decrease in the respondent burden by 2,080 hours.

Table A15-1. Change in Burden Hours

OMB Clearance Year	Burden Hours
Current Submission (Year 2015)	16,334
Previous Submission (Year 2013)	18,414
Difference (Current – Previous)	-2,080

A16. Plans for Tabulation and Publication and Project Time Schedule

The information collected in the OITE applications will not be published for the general public but will be used for annual program assessments and more comprehensive program reviews on five-year increments that assess services provided to the NIH trainee community by the OITE.

Federal regulations for the protection of human subjects do not apply to this activity.

Each training program has specific application opening and closing dates as well as admission procedures. The following list gives a general overview of the admission process for the training programs, though some programs use truncated versions of this procedure.

1. Collection of applications
2. Investigators review applications for invitations to interview
3. Select applicants receive invitation to interview
4. Applicants are interviewed for admission
5. Investigators rank interviewed applicants for admission offers
6. Admission offers sent to select interviewed applicants
7. Rejection letters sent to all other applicants
8. Participants added to NIH trainee population

Table A16-1. Project Time Schedule: Application Opening and Closing Dates

Type of Respondent	Open Date	Close Date
Summer Internship Program - Application	November	March
Amgen Scholars at NIH Program - Supplemental Application	November	February
High School Scientific Training & Enrichment Program - Contact Information	April	May
NIH Visit Week - Application	January	March
Undergraduate Scholarship Program (UGSP) - Application	January	May
Undergraduate Scholarship Program - Certificate of Exceptional Financial Need (Completed by Applicant)	January	May
Undergraduate Scholarship Program - Certificate of Exceptional Financial Need (Completed by University Staff)	January	May
Undergraduate Scholarship Program (UGSP) - Renewal Application	June	September

Undergraduate Scholarship Program - Deferment Form (Completed by UGSP Scholar)	June	September
Undergraduate Scholarship Program - Deferment Form (Completed by University Staff)	June	September
Undergraduate Scholarship Program - Scholar Contract	July	August
Undergraduate Scholarship Program - Evaluation of Scholar PayBack Period	Open All Year	Open All Year
Postbaccalaureate/Technical Training Program - Application	Open All Year	Open All Year
NIH Academy Training Program - Supplemental Application	May	August
Graduate Partnerships Program - Application	August	December
Graduate Partnerships Program - Registration	Open All Year	Open All Year
Graduate Partnerships Program - Interview Experience Survey (60% Response Rate)	February	May
Evaluation - Recommendation Letters for Prospective Students	Program Specific	Program Specific
Survey - Optional Statistics (Majority of Programs; 25% Response Rate)	Program Specific	Program Specific

A17. Reason(s) Display of OMB Expiration Date Is Inappropriate

The OITE will display the OMB Clearance Number, Expiration Date, and Burden Disclosure Statements on our applications in the following configuration in order to prevent confusion by applicants:

- OMB Number: 0925-0299 {Indicates Approval for OITE to Collect Information}
- OMB Number Expiration Date: <Date> {Expiration Date of Approval to Collect Information; Renewed Every 3-Years}
- Privacy Act Notification
- Burden Statement

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

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