



DATE: February 5, 2015

TO: Lawrence Agodoa, M.D., F.A.C.P.
Director, Office of Minority Health Research Coordination (OMHRC)
National Institute of Diabetes and Digestive and Kidney Diseases

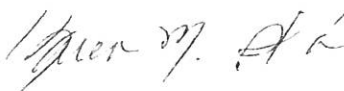
FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: OMHRC Research Training and Mentor Programs Applications

I have reviewed the NIDDK submission to OMB referenced above. The purpose of the activity is to assure that prospective trainees to OMHRC research training and mentoring programs meet basic eligibility requirements to 1) assess their potential as future scientists, 2) determine where mutual research interests lie, and 3) make decisions regarding which applicants will be proposed and approved for traineeship awards.

Prospective trainees and mentees who wish to be considered for eligibility must apply directly to the OMHRC and provide personal and contact information, along with educational, financial and employment history. They may also volunteer sensitive data (i.e., race, gender, birth year, disabilities). I have determined that the Privacy Act will apply to this data collection because the data will be stored in online databases that were designed to retrieve applications for admission by the name of the applicant. Additionally, an alumni database and other online web applications are being considered to administer follow-up surveys and utilize long-term tracking capabilities. Access to the information contained in each application will be restricted to OMHRC staff and NIH investigators. Information collected is available only to 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 randomly generated or used-defined, strong passwords that conform to standards used by the NIH Center for Information Technology. Applications remain active for up to five years and are then archived.

The data collection is covered by NIH Privacy Act Systems of Record 09-25-0014, "Clinical Research: Student Records, HHS/NIH/OD/OIR/OE". If you have questions, please contact me at (301) 402-6201.


Karen M. Plá

Enclosure

cc: Frank Holloman, NIDDK PRA Liaison (w/o enclosure)

09-25-0014 SYSTEMS LISTING**SYSTEM NAME:**

Clinical Research: Student Records, HHS/NIH/OD/OIR/OE.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Office of Education, Office of Intramural Research, Office of the Director (OD), Building 2, Room 2E06, 2 Center Drive, Bethesda, MD 20892-1158.

Write to the System Manager at the address below for the address of any Federal Records Center where records from this system may be stored.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential and accepted Clinical and Research Fellows, medical students, and other students in NIH training programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application form, transcripts, references, evaluations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 241.

PURPOSE(S):

1. To identify candidates for clinical and research fellow, clinical elective, and other training positions.
2. To maintain a permanent record of those individuals who have received clinical research training at the NIH for historical and reference uses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Information may be used to respond to congressional inquiries regarding constituents who have applied for training programs.
2. Information may be used to respond to hospitals and other healthcare institutions seeking verification of training for physicians who trained in NIH clinical programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**