Supporting Statement A For:

Cancer Prevention Fellowship Program

Fellowship Program and Summer Curriculum Applications (NCI)

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Check off which applies:

* New
* Revision
* Reinstatement with Change
* Reinstatement without Change
* Extension
* Emergency

**X** **Existing Collection Without an OMB Number**

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**List of Attachments**

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ATTACHMENT 2-SUMMER CURRICULUM SCREENSHOT

ATTACHMENT 3-CONTRIBUTOR’S SCREENSHOT

ATTACHMENT 4- PRIVACY ACT MEMO

ATTACHMENT 5- PIA

**Section A. JUSTIFICATION**

This is a request for approval of an “Existing Collection in Use Without an OMB Control Number”. The National Cancer Institute, Division of Cancer Prevention, Cancer Prevention Fellowship Program (CPFP) administers a variety of programs and initiatives to recruit post-doctoral educational level individuals into the Intramural and extramural Research Program to facilitate their development into future scientists. CPFP trains post-doctoral fellows through full time fellowships in preparation for research careers in cancer prevention and control. The proposed information collection involves brief online applications completed by applicants to the full time and the summer curriculum programs. Full-time fellowships include: non-FTE fellowships for US citizens and permanent residents and fellows that are part of the Irish Consortia. These applications are essential to the administration of these training programs as they enable CPFP to determine the eligibility and quality of potential awardees; 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 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 CPFP program.

**A1. Circumstances Making the Collection of Information Necessary**

The National Cancer Institute’s (NCI) Cancer Prevention Fellowship Program (CPFP) supports NCI’s goal of training cancer researchers for the 21st century. The CPFP supports that goal by providing state-of-the-art training in cancer prevention and control to a cadre of scientist and clinicians. 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.

The CPFP recruits fellows on an annual basis through a web-based application system. The Application System is designed to allow people to apply to the Fellowship Program and to the NCI Summer Curriculum in Cancer Prevention Course. The Application System also provides tools to the NCI CPFP and the NCI Center for Global Health (CGH) so they may process applications and evaluate the applicant pool.

**A2. Purpose and Use of the Information Collection**

Identification of participants to matriculate into the program comes from applications and related forms hosted through the CPFP Website. The purpose of the application **(Attachment 1 and Attachment 2)** is to assure that prospective trainees to the CPFP Program and the Summer Curriculum 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 eligible and invited to attend the Program. In order to receive due consideration, the prospective trainee must complete all required fields. In addition, a contributor must provide information about the applicant in order to receive due consideration. The contributor will submit a short form and recommendation **(Attachment 3)** for the program to assess their potential as future scientist. The contributor is typically a professor, but can also be a Dissertation Committee Member, advisor, or supervisor.

CPFP has been using the application forms to collect information since 2005. Upon soliciting applicants through an NCI-wide email sent in March of 2016, the NCI PRA OMB Liaison contacted us within the week and made us aware that PRA OMB Clearance was required for the collection of information. We immediately started the process for obtaining clearance. For this reason, we are submitting an Existing Collection without an OMB Number ICR.

The applications are used to recruit prospective trainees to the CPFP Program and the Summer Curriculum Program. The CPFP and Summer Curriculum applications both utilize many of the following information fields:

* Personal information (name, date of birth, fluencies);
* Eligibility information (citizenship, certification questions, previous or current affiliation with NIH, trainee status);
* Contact information (mailing, e-mail, phone for current, permanent and future address);
* Training program selection;
* Scientific discipline interests (research interests, medical entity/disease);
* Educational history (university, academic major, attendance dates, degree awarded/anticipated);
* Employment history and interests (type of employment, organization, department, address, title);
* Reference information (name, contact information, waive access);
* Resume components (cover letter, research experience, publications, presentations, awards / honors, extracurricular activities, personal statement / research proposal);
* Dissertation research information; sensitive information (gender, race, ethnicity, marital status, disability)

**A3. Use of Information Technology and Burden Reduction**

Prospective trainees for admission must apply directly to CPFP. The applications are web based and accessible through the CPFP web site: [www.cpfp.cancer.gov](http://www.cpfp.cancer.gov) under the tab labeled “Fellowships Program.”

A Privacy Impact Assessment (PIA) (Attachment 5) has been approved.

**A4. Efforts to Identify Duplication and Use of Similar Information**

This information will not be collected anywhere else and is unique to this program.

**A5. Impact on Small Businesses or Other Small Entities**

# No small businesses or other small entities are affected.

**A6. Consequences of Collecting the Information Less Frequently**

This is a one-time information collection.

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

This information collection is consistent with these guidelines.

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

The 60-Day Federal Register Notice soliciting comments on this study prior to initial submission to OMB was published on June 17, 2016, Vol. 81, P. 39679. No public comments were received.

No outside agency has been consulted.

**A9. Explanation of Any Payment or Gift to Respondents**

Neither payments nor gifts will be provided to respondents.

**A10. Assurance of Confidentiality Provided to Respondents**

All information will be kept private to the extent allowable by law. Additionally, principal investigators of the NCI will be able to have access to the applications. 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 CPFP-approved users. Applicants receive login credentials. Also, references submit their letters of recommendation via a password-protected website.

**A11. Justification for Sensitive Questions**

No sensitive questions are contained in this information collection. Personally Identifiable Information (PII) is collected including: name, contact information, education, and employment history. Federal regulations for the protection of human subjects do not apply to this activity.

The Privacy Act is applicable as determined by the NIH Privacy Officer in the Privacy Act Memo (Attachment 4). The applicable SORN is NIH Privacy Act System of Record 09-25-0158; “Administration: Records of Applicants and Awardees of the NIH Intramural Research Training Awards Program, HHS/NIH/OD/OIR/OE.

**A12. Estimates of Annualized Burden Hours and Costs**

The total annualized burden hours are 400 for 400 respondents. The CPFP Fellowship online application will take approximately one hour for the 150 student applicants to complete. The Summer Curriculum Application will take approximately one hour for the 100 student respondents. The estimated time for the 150 professor contributors to complete the CPFP online recommendation form is 60 minutes.

The following table displays the estimated hour burden included for this information collection.

Table A12-1. Estimated Annualized Burden Hours

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form** | **Type of Respondent** | **Estimated Number of Respondents** | **Estimated Number of Responses Annually Per Respondent** | **Estimated Total Annual Burden Hours** | **Estimated Total Annual Burden Hours** |
| CPFP Fellowship Application  (Attachment 1) | Student Applicants | 150 | 1 | 1 | 150 |
| Reference Recommendation Letters  (Attachment 3) | Contributor | 150 | 1 | 1 | 150 |
| CPFP Summer Curriculum Application  (Attachment 2) | Student Applicants | 100 | 1 | 1 | 100 |
| **Total** | | **400** | **400** |  | **400** |

The annualized cost to respondents is $11,741. The following table indicates the annualized cost to respondents. The hourly wage rates were taken from the Bureau of Labor Statistic’s site. Students do not have an hourly rate listed with the Bureau of Labor Statistics; therefore, we used the wage rate of $12.29 from occupation title “Graduate teaching assistant”, occupation code 25-1191, <http://www.bls.gov/oes/current/oes251191.htm>. The Reference Recommendation Letters would be completed by professors. The wage rate used to calculate this cost is $57.59 from occupation title “Professors”, occupation code 25-1040, <http://www.bls.gov/oes/current/oes_nat.htm#25-0000>.

Table A12-2. Table Annualized Cost to Respondents

|  |  |  |  |
| --- | --- | --- | --- |
| **Form** | **Estimated Total Annual Burden Hours** | **Hourly Wage Rate** | **Respondent**  **Cost** |
| CPFP Fellowship Application | 150 | $12.29 | $1,843.50 |
| Reference Recommendation Letters | 150 | $57.79 | $8,668.50 |
| CPFP Summer Curriculum Application | 100 | $12.29 | $1,229.00 |
| **Total** | **400** |  | **$11,741.00** |

**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**

The annualized cost to the Federal Government for the proposed data collection effort is estimated to be approximately $91,376. The federal personnel are responsible for the testing of the site and administration of the applications. The contractor tasks include the design and implementation of the application, including troubleshooting of the initial phase.

Table A14-1. Annualized Cost to the Federal Government

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **Grade/Step** | **Salary** | **% of Effort** | **Fringe (if applicable)** | **Total Cost to Gov’t** |
| **Federal Oversight** |  |  |  |  | **$6,976.15** |
| Project Officer | 14/10 | $139,523 | 5% |  | $6,976.15 |
| **Contractor Cost** |  |  |  |  | **$84,400** |
| IT Application Development |  |  |  |  | $84,400 |
| **Travel** |  |  |  |  | $0 |
| **Other Cost** |  |  |  |  | $0 |
| **Total** |  |  |  |  | **$91,376** |

**A15. Explanation for Program Changes or Adjustments**

This is an Existing Collection in Use Without an OMB Control Number.

**A16. Plans for Tabulation and Publication and Project Time Schedule**

There are no plans for tabulation since this is an application.

Table A16-1. Project Time Schedule

|  |  |
| --- | --- |
| Activity | Months after OMB Approval |
| Recruit participants (collect information) | Month 0 – 3 |
| Complete Study (final participants) | Month 4 |
| Clean data and run analyses | Months 5 & 6 |
| Summarize results | Month 7 |

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

There is no request for exemption from displaying the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

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