

Supporting Statement A For:

Cancer Prevention Fellowship Program
Fellowship Program and Summer Curriculum Applications (NCI)

Date: August 31, 2016

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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

ATTACHMENT 1- CPFP APPLICATION SCREEN SHOT

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 CFPF 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 CFPF 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 CFPF Website. The purpose of the application (**Attachment 1 and Attachment 2**) is to assure that prospective trainees to the CFPF 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.

CFPF 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 CFP Program and the Summer Curriculum Program. The CFP 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.cfpf.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 CFPF-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 CPFPP 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 CPFPP 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
CPFPP Fellowship Application (Attachment 1)	Student Applicants	150	1	1	150
Reference Recommendation Letters (Attachment 3)	Contributor	150	1	1	150
CPFPP 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.