



DATE: August 29, 2016

TO: Annalisa Gnoleba, MSA
National Institutes of Health (NIH) National Cancer Institute (NCI), Division of
Cancer Prevention (DCP), Cancer Prevention Fellowship Program (CPFP)

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: National Cancer Institute (NCI) Division of
Cancer Prevention (DCP) Cancer Prevention Fellowship Program (CPFP)

I have reviewed the National Cancer Institute (NCI) Supporting Statement submission to the U.S. Office of Management and Budget (OMB). The project involves the collection of Personally Identifiable Information (PII) to complete brief (online) applications, required by applicants to apply to National Cancer Institute (NCI) Division of Cancer Prevention (DCP) Cancer Prevention Fellowship Program (CPFP) programs. 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.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) such as:

- 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); and
- Dissertation research information; sensitive information (gender, race, ethnicity, marital status, disability).

We have been informed that 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.

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.”

The information is for internal use to make decisions about prospective fellows and students that could benefit from the CPFP program. Full-time fellowships include: non-FTE fellowships for U.S. citizens and permanent residents and fellows that are part of the Irish Consortia.

It is our understanding that these applications are essential to the administration of these training programs, as they enable CPFP to:

- Determine the eligibility and quality of potential awardees;
- Assess their potential as future scientists;
- Determine where mutual research interests exist; and
- Make decisions regarding which applicants will be proposed and approved for traineeship awards.

Furthermore, we have been informed that all information will be kept private (to the extent allowable by law) on a server which has been approved to operate by the NIH Chief Information Security Officer (CISO). 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.

The data collection is covered by NIH Privacy Act Systems of Record 09-25-0158; “Administration: Records of Applicants and Awardees of the NIH Intramural Research Training Awards Program, HHS/NIH/OD/OIR/OE. If you have questions, please contact me at (301) 402-6201.



Celeste Dade-Vinson
NIH Privacy Act Officer

Enclosure

cc: Karla Bailey, NCI PRA Liaison (w/o enclosure)