



DATE: October 4, 2016

TO: Dr. Ofelia Olivero, Chief, Intramural Diversity Workforce Branch
National Cancer Institute (NCI), Center for Cancer Training (CCT)

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: National Cancer Institute Center for Cancer
Training Application Form for Graduate Student Recruitment Program (GSRP)

I have reviewed the NCI submission to OMB referenced above. The project involves the CCT program supporting NCI's goal of training cancer researchers for the 21st century. To support that goal, CCT created the GSRP with the purpose of recruiting outstanding young scientists to postdoctoral positions at the NCI.

The proposed information collection for the GSRP requires the collection of Personally Identifiable Information (PII) via a brief online application, which must be completed by applicants to the full time and summer curriculum programs. This information is essential to the program to determine the eligibility and quality of potential selected individuals and is for internal use to make decisions about recruiting outstanding young scientists to postdoctoral positions at the NCI.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of 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);
- Dissertation research information; sensitive information (gender, race, ethnicity, marital status, disability)

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I 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. It is my understanding that these applications are essential to the administration of this training programs, as they enable NCI to:

- Determine the eligibility and quality of potential applicants
- Make decisions regarding which applicants will be approved and offered a training opportunity.

Furthermore, I have been informed that all information will be kept private on a server which has been approved to operate by the NIH Chief Information Security Officer. Additionally, individuals with access to this system 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 NCI approved users.

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)