



**DATE:** January 7, 2015

**TO:** Jackie Lavigne, Ph.D., M.P.H.  
Chief, Office of Education  
Division of Cancer Epidemiology and Genetics  
National Cancer Institute

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: Fellowship Program and Summer Student Applications

I have reviewed the NCI submission to OMB for the use of an online application system which will enable the Office of Education to assure that prospective trainees to the Division of Cancer Epidemiology and Genetics (DCEG) fellowship programs meet eligibility requirements. It will assess their potential as future scientists, determine mutual research interests and make decisions regarding which applicants will be proposed and approved for traineeship awards.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) stored in a system designed to be retrieved by a personal identifier.

Applicants will submit their information through the DCEG website and the application will be transmitted with SSL encryption over the secure HTTPS protocol. Two applications will be used. The Summer Program application will collect the applicant's first and last name, e-mail address, school, academic level, major, G.P.A., research experience, and research interest. The Fellowship Program application will collect the applicant's first and last name, e-mail address, education history, future research interest, publication history, and how the applicant became aware of the fellowship. The DCEG website, the applicant data, and the online access tools are stored and hosted in the Information Management Services (IMS) data center. Applicant data will only be available to DCEG approved scientific and program officials who recommend or approve fellowship awards and to administrative, human resources, and financial officials who prepare the necessary documentation to arrange for stipend payments and to activate approved awards.

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

Copy w/o enclosure: Karla Bailey, NCI PRA Liaison