

Supporting Statement A for

National Cancer Institute (NCI) Future Fellows Resume Databank

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Existing Collection Without an OMB Number



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## **List of Attachments**

Attachment 1: Screenshots of Future Fellows Website

Attachment 2: Privacy Impact Assessment

Attachment 3: Privacy Act Memo

## **A. Justification**

This is a request for approval of an “Existing Collection in Use Without an OMB Control Number” for three years. The National Cancer Institute, Center for Cancer Training mission is to catalyze the development of the 21<sup>st</sup> century workforce capable of advancing cancer research through a scientifically integrated approach. This is accomplished by, 1) coordinating and providing research training and career development activities for fellows and trainees in NCI's laboratories, clinics, and other research groups, 2) developing, coordinating, and implementing opportunities in support of cancer research training, career development, and education at institutions nationwide, and 3) identifying workforce needs in cancer research and adapting NCI's training and career development programs and funding opportunities to address these needs. The proposed information collection involves a website to collect and maintain resumes of interested candidates to be considered for postdoctoral fellowships and internships in science. After posting their resume in the database, NCI Scientists can view and select candidates for current fellowship and internship opportunities offered at NCI.

### **A.1 Circumstances Making the Collection of Information Necessary**

The National Cancer Institute's (NCI) Center for Cancer Training (CCT) supports NCI's goal of training cancer researchers for the 21st century. The CCT supports that goal by providing state-of-the-art training in cancer research to a cadre of scientists and clinicians. The legal authority granted to NCI to train future biomedical scientists comes from Section 413 (b)(3) of the Public Health Service Act, 42 USC 285a-2(b)(3) which states the NCI Director, in carrying out the National Cancer Program, shall support appropriate programs of education and training.

The CCT recruits fellows on an annual basis through a web-based application system. The database is designed to allow people who interested in a fellowship in NCI's intramural and extramural programs to upload their resume.

### **A.2 Purpose and Use of the Information Collection**

The purpose of the NCI Future Fellows website is to assure that prospective trainees to the National Cancer Institute (NCI) meet basic eligibility requirements; to assess their potential as future scientists; to determine where mutual research interests exist; and to make decisions regarding which candidates will be eligible and invited to attend program positions that may have future openings. Though a candidate could apply directly for fellowship positions through the Center for Cancer Research, Division of Cancer Epidemiology and Genetics, and Division of Cancer Prevention websites, by answering these questions and

uploading a resume this allows NCI to pre-screen and match potential candidates based on the experience and interests. Should a position open up at NCI that fits this match, then the candidate is contacted, and a formal interview is requested. In addition, candidates are able to submit their resumes to this databank year-round whereas other areas in NCI, resumes can only be submitted during specific times. This resume databank will also benefit all the National Cancer Institute organizations that do not have a specific resume collection process.

NCI has been using the website to collect information since 2013. During a routine audit of all websites, the NCI Office of Communication and Public Liaison contacted us 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 resumes are used to recruit prospective candidates to the National Cancer Institute's Intramural and Extramural Programs. The Future Fellows website has received approximately 825 resumes over the last five years.

The Future Fellows website collects contact information, job category (Postdoctoral Fellowship, Postdoctoral Fellowship (Foreign Visiting Fellow), citizenship, undergraduate Degree, and Grade Point Average (GPA), and completed education levels (DDS, DO, DSc, DVM, JD, MD, MPH, PhD, PharmD, ScD) (Attachment 1). All this information is collected to verify eligibility for specific programs. Some fellowships only accept fellows with a certain citizenship and GPA. The website also requests information about research interests, title of positions held, length of time employed, availability date, reason for seeking a fellowship, and how they heard about the NCI fellowship. In addition to the above information and their resume, the potential candidate is requested to select up to five scientific focus areas from the following list:

- Biomedical Engineering/Biophysics/Physics,
- Cancer Biology,
- Chemistry/Chemical Biology,
- Chromosome Biology/Epigenetics,
- Clinical Research,

- Computational Biology/Bioinformatics/Biostatistics/Mathematics,
- Developmental Biology,
- Epidemiology/Population Sciences,
- Genetics/Genomics,
- Health Disparities,
- Immunology,
- Microbiology/Infectious diseases (non-viral),
- Molecular Biology/Biochemistry,
- Molecular Pharmacology/Toxicology,
- Neuroscience/Neurophysiology/Neurodevelopment,
- Social and Behavioral Sciences,
- Stem Cells/Induced Pluripotent Stem Cells, and
- Structural Biology

The candidate's contact information and resume are kept on file for six months from the date the resume is posted then the information is deleted.

### **A.3 Use of Information Technology and Burden Reduction**

Prospective trainees for can apply directly to NCI Future Fellows website by uploading their resume, completing basic fields and answering four questions. The submissions are web based and accessible through the web site <https://futurefellows.cancer.gov/> under the "Apply" tab. This online resume databank will enhance a previous hard copy resume system that included either college career fairs or receiving unsolicited resumes by mail. In addition, once the resume is electronically captured, the resume information and keywords will be searchable.

The NCI Privacy Act Coordinator was consulted, and it was determined that a Privacy Impact Assessment (PIA) is needed. A PIA has been submitted and approved by NIH (Attachment 2).

### **A.4 Efforts to Identify Duplication and Use of Similar Information**

This information is similar to other information collections that exist, however this website acts as a single porthole and consolidates all the fellowship options for NCI. This resume databank will benefit all of the National Cancer Institute organizations that do not have a specific resume collection process. Though NCI's Division of Cancer Epidemiology and Genetics (DCEG) (OMB No. 0925-0716, Expiration Date 5/31/2021) and Cancer Prevention Fellowship Program and Summer Curriculum Applicants (CPFP) (OMB No. 0925-0749, Expiration Date 12/31/2019) also ask research interests and similar questions of their

candidates, this is a broader application that will encompass many different trainings and fellowships at NCI. There have been discussions that in the future, this resume databank may replace other existing resume collections and application systems at NCI.

Though the NIH Office of Intramural Training and Education (OITE), which is part of the NIH Office of the Director, Office of Intramural Research, (NIH/OD/OIR/OITE) (OMB No. 0925-0299 Expiration Date 06/30/2019) has a fellowship application and review process, the OITE application does not target candidates interested in cancer fellowships, and it also does not include research interest questions designed to match a candidate to an open position.

**A.5 Impact on Small Businesses or Other Small Entities**

No Small businesses or other small entities are affected.

**A.6 Consequences of Collecting the Information Less Frequently**

This information will be collected when a candidate is interested in posting their resume on the website. The resume is available to NCI for review for six months then it is deleted. So, a candidate could potentially submit their information and resume twice per year.

The resumes are only kept for a period of six months so that the database holds current candidate information, GPA, and status of degrees, as well as making the system more accurate and efficient.

**A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

This information collection is consistent with the 5 CFR 1320.5 guidelines.

**A.8.1 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency**

The 60-day Federal Register Notice was published on August 13, 2018 (83 FR 40071). No public comments were received.

**A.8.2 No outside agency has been consulted.**

**A.9 Explanation of Any Payment of Gift to Respondents**

Neither payments nor gifts will be provided to respondents.

**A.10 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 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 candidate's data are restricted to NCI approved users. The Privacy Act is applicable as determined by the NIH Privacy Officer in the Privacy Act Memo (Attachment 3). 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."

#### **A.11 Justification for Sensitive Questions**

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

#### **A.12 Estimates of Annualized Burden Hours and Costs**

The Future Fellows website is a database for storing prospective trainees resumes, contact information, research interests, and education background. The Future Fellows website receives about 150 to 200 resumes every year and the process for uploading the resume and completing the fields on the site will take about 30 minutes. A post doctorate candidate, should they be interested, could apply twice per year, since resumes and information are only retained for six months. The annual estimate of burden is expected to be 200 hours for 200 post doctorate candidates (Table A.12-1). This averages to 600 hours over a three-year information collection period.

#### A.12-1 Estimated Annualized Burden Hours

Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Time Per Response (in hours)	Total Annual Burden Hours
Individuals	200	2	30/60	200
Totals	200	400		200

#### A.12-2 Annualized Cost to Respondents

The average of lowest and highest stipend levels for post doctorate candidates was calculated and then divided for the candidate's average hourly rate (\$36.13). The annual respondent costs are estimated to be \$7,226 (Table A.12-2), or approximately \$21,678 over a three-year information collection period.

Type of Respondent	Total Annual Burden Hours	Hourly Wage Rate*	Respondent Cost
Individuals	200	\$36.13	\$7,226.00
Total	200		\$7,226.00

\* Hourly wage rates are based on the NCI Cancer Research Training (CRTA) stipend charts (<https://www.cancer.gov/grants-training/training/at-nci/crta/crta.pdf>) (Appendix 1, Category 5) to estimate respondent costs.

#### A.13 Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no capital costs, operating costs, or maintenance costs to report.

#### A.14 Annualized Cost to the Federal Government

The annualized cost to the government is \$18,633.80. CCT works with a contractor on setting up and managing the application system for the resumes and candidate's information. The contractor is responsible for setting up and managing the web-based system. The NCI staff person manages the review and distribution of the applications. The annual contractor cost to the Federal government is estimated at \$4,500 (Table A.14-1).

Table A14-1. Annualized Cost to the Federal Government

Cost Descriptions	Grade/Step	Salary**	Percent Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Program Analyst	13/10	\$126,062	10%		\$12,606.20
Program Director	15/5	\$152,760	1%		\$1,527.60
<b>Contractor Cost</b>					\$4,500.00
Travel					\$0
Other Cost					\$0
<b>Total</b>					<b>\$18,633.80</b>

\*\* <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/html/DCB.aspx>

**A.15 Explanation for Program Changes or Adjustments**

This is an Existing Collection in Use Without an OMB Control Number. During a routine audit by NCI, the Center for Cancer Training was made aware that PRA OMB Clearance was required for the collection of information and a clearance was immediately started. The Future Fellows website has received approximately 825 resumes over the last five years. The website stopped collecting information once CCT was notified OMB clearance was needed.

**A.16 Plans for Tabulation and Publication and Project Time Schedule**

There are no plans for tabulation since this is an application. Since this project has already been completed. When OMB review is complete and approved, the website will be reinstated and begin collecting resumes and information.

**A.17 Reason(s) Display of OMB Expiration Date is Inappropriate**

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

**A.18 Exceptions to Certification for Paperwork Reduction Act Submissions**

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