



**DATE:** May 19, 2019

**TO:** Vivian Horovitch-Kelley  
Office of Management Policy & Compliance  
National Cancer Institute

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: National Cancer Institute (NCI) Generic Clearance for Application Information for Fellowship, Internships, Training Programs, and Specialty Positions

I have reviewed the NCI submission for OMB to approve the request for Generic Clearance for Application Information for Fellowship, Internships, Training Programs, and Specialty Positions. This generic clearance will permit the National Cancer Institute (NCI) to more efficiently collect applications and related documentation so that potential candidates may directly apply to a program of their choice. It is important to ensure that NCI's applications are targeted and streamlined, and work in conjunction with the research efforts of both the intramural and extramural scientists.

I determined that the Privacy Act will apply to these data requests which include the collection of personal information, citizenship information, educational history, research interests, employment history and experience. In addition to an application, a cover letter, resume, CV, transcript, work and/or writing samples, personal statement, diversity statement, tax forms and contact information for references may be requested.

Prospective candidates can complete an application online or through fillable PDFs (or Word documents) and submit by email. Information collected is only made available through encrypted emails or folders with restricted access to NIH account holders who are NCI or NIH 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.

This data collection is covered by NIH Privacy Act Systems of Record 09-25-0014, "Clinical Research: Student Records." If you have any questions, please contact my office at (301) 402-6201.

*Celeste Dade-Vinson*

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Enclosure