Mini Supporting Statement A

NCI Systems Biology and Physical Sciences

Summer Undergraduate Research Program (CSBC/PS-ON SURP) (NCI)

Sub-study under,
"Generic Clearance for Application Information for
Fellowship, Internships, Training Programs, and Specialty Positions
(National Cancer Institute)"

OMB No. 0925-0761

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Name: Erin Wetzel

Address: 9609 Medical Center, Room 6W-528

             Bethesda, MD 20892

Telephone: 240-276-6180

E-mail: erin.wetzel@nih.gov

List of Attachments

Attachment 1: Application

Attachment 2: Faculty References Invitation & Form

Attachment 3 – Privacy Act Letter

Attachment 4 – Privacy Impact Assessment

Attachment 5 - Application email

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A.1 Circumstances Making the Collection of Information Necessary

The National Cancer Institute's (NCI) Division of Cancer Biology (DCB) Cancer Systems Biology Consortium (CSBC) and Physical Sciences in Oncology Network (PS-ON) are offering rising Junior and Senior undergraduates with outstanding research potential the opportunity to work closely with faculty mentors at NCI-supported institutions. The program is designed for students who wish to gain experience in the interdisciplinary fields of systems biology and physical oncology. Students who are especially interested in cancer research careers are encouraged to apply. Sixteen opportunities are available at research institutions across the United States.

The CSBC/PS-ON summer undergraduate research program (SURP) recruits' participants on an annual basis through a web-based application system. The application system is designed to allow people to apply to the undergraduate research opportunity. The application system also provides tools to NCI DCB and to the program coordinator, Leidos Biomedical Research, Inc., to process applications and evaluate the applicant pool.

A.2 Purpose and Use of the Information Collection

Students are identified and matriculated into the summer program via the web-based CSBC/PS-ON SURP application system. The purpose of the applications (Attachment #1) is to assure that prospective students to the CSBC/PS-ON SURP meet basic eligibility requirements; to assess their potential as future scientists; to determine which research project is best suited to their skills and interests; and to make decisions regarding which applicants will be eligible and selected for each research site. In order to receive due consideration, the prospective student must complete all required application fields (Attachment #1) and contributors must provide information about the applicant. The contributors will submit recommendation letters (Attachment #2) for the program to assess applicant potential to conduct summer research in the fields of systems biology or physical oncology. The contributors are typically faculty members but can also be supervisors, graduate students or general advisors.

The CSBC/PS-ON SURP application utilizes many of the following information fields:
- Personal information (name);
- Eligibility information (authorization to work in the United States);
- Contact information (home address, e-mail during and after school year, phone during and after school year);
- Project Choices;

- Educational history (university, academic major, attendance dates, degree anticipated, transcripts);
- Resume components (CV, research experience, publications, presentations, awards/honors, extracurricular activities);
- Research Motivation (prior experience, rationale for top two choices for research project);
- Sensitive information (gender [optional])

In 2019, we received approximately 110 SURP applications. The completed applications are submitted directly to Leidos Biomedical Research, Inc. and the NCI – DCB Program Staff and allow for circulation and review of applications by program staff and key research site personnel. In addition to the review of application data for acceptance into our program, data may be used to inform programmatic marketing decisions and to draft reports on the state of the program to NCI leadership.

A.3 Use of Information Technology to Reduce Burden
Submission of an CSBC/PS-ON SURP application is required to be considered for the program. The online application saves time and resources, and lessens the burden to the applicants, references, and government employees accessing the applications.

The application is web-based. The applicant provides their name and e-mail address to request an application and then receives an email with a link to a secure site. They must use credentials to login and fill out the application by completing the required fields and uploading the necessary documentation. In addition, the applicant must indicate two faculty references who will submit recommendations letters via the application system in support of the student's application.

The NCI Privacy Act Coordinator was consulted, and it was determined that a Privacy Impact Assessment (PIA) is required. The PIA has been submitted to the NIH Privacy Act Coordinator for final approval and once received we will submit to OMB.   (Attachment 4).

A.4 Efforts to Identify Duplication
This information will not be collected anywhere else and is unique to the candidate's application.

A.5 Impact on Small Businesses or Other Small Entities
There is no impact on small businesses or other small entities.

A.6 Consequences of Collecting the Information Less Frequently

The information will be voluntarily collected once per year. Without the approval to collect applications specific to the program's needs, the CSBC/PS-ON SURP would be compromised in its ability to identify highly qualified applicants and unable to carry out programmatic activities.

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

There are no special circumstances.

A.8 Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

N/A

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

There is no assurance of confidentiality provided to the applicants, however their information will be kept private, to the extent provided by law. Personally Identifiable Information (PII) is collected including: name, contact information, education, citizenship, and transcripts

The Privacy Act is applicable as determined by the NIH Privacy Officer in the Privacy Act Memo (Attachment 3). The applicable System of Record Notice (SORN) is NIH Privacy Act SORN 09-25-0014; "Clinical Research: Student Records."

A.11 Justification for Sensitive Questions

No sensitive questions are contained in this information collection.

A.12   Estimates of Hour Burden Including Annualized Hourly Costs

The estimated total number of respondents is 375. The instruments are broken up into 2 sections. The first instrument is the burden hours it takes for an applicant to fill out and submit their application. It is estimated that 125 candidates will apply. The second instrument is the burden hours it takes the references to write and submit a reference letter for each applicant. Each applicant has 2 references, so it is estimated that there will be 250 faculty references respondents.

The application should take approximately 1 hour to complete, and the reference letter should take 30 minutes to complete. The total estimated burden hour included for this information collection is 250 hours (Table A.12-1) and the cost to the respondents is estimated to be $8,847.50 (Table A.12-2).

A.12-1 Estimated Annualized Burden Hours

Form Name	Type of Respondent	Number of Respondents*	Number of Responses Per Respondent	Average Burden Per Response (in hours)	Total Annual Burden Hours
SURP Application	Individuals-Applicants	125	1	1	125
Reference Letters	Individuals - Contributor	250	1	30/60	125
Total			**375**		**250**

A.12-2 Annualized Cost to the Respondents

Type of Respondent	Total Annual Burden Hours	Hourly Wage Rate*	Respondent Cost
Student Applicants	125	$24.98	$3,122.50
Contributor – Individual	125	$45.80	$5,725.00
Totals	**250**		**$8,847.50**

*Source of the Hourly Wage Rate is provided by the Bureau of Labor Statistics, for job code "All Occupations" 00-0000 and job code "Medical Scientists" 19-1040, https://www.bls.gov/oes/2018/May/oes_nat.htm#00-0000.

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

There are no additional costs to report.

A.14 Annualized Cost to the Federal Government

The annualized cost to the Federal Government for the proposed data collection effort is estimated to be $7,463.96 (Table A.14.1). The federal personnel are responsible for reviewing the applications. The contractor tasks include design, management and maintenance of the application site as well as distribution of the applications.

A.14-1 Annualized Cost to the Federal Government

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Program Analyst	13/7	$123,198	2%		$2,463.96
Contractor Cost					$5,000.00
Travel					$0
Other Cost					$0
Total					**$7,463.96**

**The Salary in the table above is cited from: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/20Tables/html/DCB.aspx.

A.15 Explanation for Program Changes or Adjustments

N/A

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

Applications will be used to determine the eligibility of applicants for the CSBC/PS-ON SURP. The data from the application system may also be used for program assessments, reviews, and reports to NCI leadership. It is anticipated that the data may be analyzed to better understand the training needs of undergraduate students.

Table A.16.1. Project Time Schedule

Activity	Months after OMB Approval
Application system accepting information	Months 0 - 3
Analysis of information received	Months 3 - 5

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

We are not requesting an exemption to the display of the OMB Expiration Date.

A.18 Exceptions to Certification for Paperwork Reduction Act Submissions

This survey will comply with the requirements in 5 CFR 1320.9.