



**DATE:** July 24, 2019

**TO:** Augustina Boswell  
Workforce Planning Branch  
National Cancer Institute (NCI)

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: NCI Introduction to Cancer Research Careers (ICRC) Application

I have reviewed the NCI submission to the Office of Management and Budget under the Paperwork Reduction Act which proposes to collect personally identifiable information to help evaluate the merits of candidates and their potential match for the Introduction to Cancer Research Careers (ICRC) fellowship program. Specifically, the purpose of the ICRC Application is to assure that candidates for the ICRC program meet basic eligibility requirements; to assess their potential as future scientists; to determine where mutual research interests exist; and to make decisions regarding which applicants will be proposed and approved for fellowship awards. The information is for internal use to make decisions about prospective fellows and students that could benefit from the ICRC program.

The ICRC applications will collect name, date of birth, email, citizenship, address, academic information/educational history, resume, and financial account information. Applicants voluntarily submit their information and submission of an ICRC Application is required annually to be considered for the program. The online application was developed in order to save time and resources, and to lessen the burden to the applicants, references, and government employees accessing the applications.

The applicant's information is stored on information systems that are protected at all entry points by firewalls and intrusion detection devices. Information collected is only made available once an NCI account holder has requested access to the system. The ICRC Program manager will then grant access to these NCI staff (typically scientific staff members or anyone who will be interviewing candidates) who have requested access. Applications for current trainees will be kept in the system for close to one year from the time they apply to when the new cycle opens.

I have determined that the Privacy Act will apply to this information collection request and is covered by NIH Privacy Act System of Records 09-25-0014, "Clinical Research: Student Records." If you have any questions, please contact my office at (301) 402-6201.

*Celeste Dade-Vinson*

Celeste Dade-Vinson  
NIH Privacy Act Officer

Attachment

cc: Vivian Horovitch-Kelley, NCI