

Supporting Statement A for
Office of Minority Health Research Coordination (OMHRC) Research Training and Mentor Programs
Applications (National Institute of Diabetes and Digestive and Kidney Diseases)

OMB Control Number 0925-0748, exp., date 12/31/2019

Date: December 16, 2019

Check off which applies:

- New
- Revision
- Reinstatement with Change
- Reinstatement without Change
- Extension
- Emergency
- Existing

Lawrence Agodoa, M.D., F.A.C.P.
Director, Office of Minority Health Research Coordination
National Institute of Diabetes and Digestive and Kidney Diseases
National Institutes of Health
6707 Democracy Blvd, Room 9221A
Bethesda, Maryland 20892
Phone: 301-594-1932
Fax: 301-594-9358
E-mail: lawrence.agodoa@nih.gov

Table of Contents

Attachments..... 3

A. Justification..... 4

A1. Circumstances Making the Collection of Information Necessary..... 4

A2. Purpose and Use of the Information Collection..... 5

A3. Use of Information Technology and Burden Reduction..... 5

A4. Efforts to Identify Duplication and Use of Similar Information..... 6

A5. Impact on Small Businesses or Other Small Entities..... 6

A6. Consequences of Collecting the Information Less Frequently..... 6

A7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5..... 6

A8. Comments in Response to Federal Register Notice and Efforts to Consult Outside Agency..... 6

A9. Explanation of Any Payment or Gift to Respondents..... 7

A10. Assurance of Confidentiality Provided to Respondents..... 7

A11. Justification for Sensitive Questions..... 7

A12. Estimates of Hour Burden Including Annualized Hourly Costs..... 8

A13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers..... 9

A14. Annualized Cost to the Federal Government..... 10

A15. Explanation for Program Changes or Adjustments..... 10

A16. Plans for Tabulation and Publication and Project Time Schedule..... 11

A17. Reason(s) Display of OMB Expiration Date Is Inappropriate..... 11

A18. Exceptions to Certification for Paperwork Reduction Act Submissions..... 11

Attachments

1. Short-Term Research Experience for Underrepresented Persons (STEP-UP) Application
2. STEP-UP Student Feedback Form
3. Diversity Summer Research Training Program (DSRTP) Student Feedback Form
4. Network of Minority Health Research Investigators (NMRI) Enrollment Form
5. NMRI Evaluation Form
6. NMRI Survey Form
7. NMRI Mentor-Mentee Agreement Form
8. NIH/National Medical Association (NMA) Academic Career Fellow Travel Awards Application
9. NIH/NMA Feedback Form
10. NIH/National Hispanic Medical Association (NHMA) Academic Career Fellow Travel Awards Application
11. NIH/NHMA Feedback Form
12. Privacy Act Notification Memo
13. Privacy Impact Assessment (PIA)

A. Justification

The information collection activity is necessary to determine the eligibility and quality of potential awardees for traineeships and mentorships in the National Institute of Diabetes and Digestive and Kidney Diseases' Office of Minority Health Research Coordination programs.

A1. Circumstances Making the Collection of Information Necessary

The National Institutes of Health (NIH), National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK), Office of Minority Health Research Coordination (OMHRC) administers a variety of programs and initiatives to recruit high school students through post-doctoral educational level individuals into research training and mentorship programs to facilitate their development into future biomedical, behavioral, clinical, or social scientists.

The legal authority granted to the NIH to train future scientists comes from several sources. Title 42 of the U.S. Code, Sections 241 and 282(b)(13) authorize the NIH Director to conduct and support research training for which fellowship support is not provided under Part 487 of the Public Health Service (PHS) Act (i.e., National Research Service Awards) and that is not residency training of physicians or other health professionals. Sections 405(b)(1)(C) of the PHS Act and 42 U.S.C. Sections 284(b)(1)(C) and 285-287 grant this same authority to the Director of each of the Institutes/Centers at NIH.

Identification of participants to matriculate into OMHRC programs and initiatives comes from applications and related forms hosted through the following program websites:

Short-Term Research Experience for Underrepresented Persons (STEP-UP)

<https://www.niddk.nih.gov/research-funding/research-programs/diversity-programs/research-training-opportunities-students/short-term-research-experience-underrepresented-persons-step-up>

Diversity Summer Research Training Program (DSRTP)

<https://www.niddk.nih.gov/research-funding/research-programs/diversity-programs/research-training-opportunities-students/diversity-summer-research-training-program-dsrtp>

Network of Minority Research Investigators (NMRI)

<http://nmri.niddk.nih.gov/>

NIH/National Medical Association (NMA) Academic Career Fellow Travel Awards

<https://www.niddk.nih.gov/research-funding/research-programs/diversity-programs/travel-scholarship-awards/nih-national-medical-association>

NIH/National Hispanic Medical Association (NHMA) Academic Career Fellow Travel Awards

<https://www.niddk.nih.gov/research-funding/research-programs/diversity-programs/travel-scholarship-awards/niddk-national-hispanic-medical-association>

Prospective trainees and mentees for admission must apply directly to the OMHRC and may be asked to provide the following information to ensure eligibility: personal information, eligibility criteria, contact information, research training program selection, scientific discipline interests, educational history, standardized examination scores, reference information, resume components, employment history, employment interests, research details, letters of recommendation, financial aid history, future networking contact information, travel information, sensitive data (see [Section A11](#)), as well as feedback questions about interviews, event participation, and application submission experiences.

A2. Purpose and Use of the Information Collection

This is a revision of an existing collection, OMB control number 0925-0748, expiration date, 12/31/2019, and OMHRC requests approval for three years. The purpose of the information collection activity is to:

- Assure that prospective trainees to the OMHRC Research Training and Mentoring Programs meet basic eligibility requirements
- Assess applicants' potential as future scientists
- Determine where mutual research interests exist
- Decide which applicants will be proposed and approved for traineeship awards

In each case, completing the application is voluntary, but in order to receive due consideration, the prospective trainee must complete all required fields. The OMHRC staff and NIH investigators have access to applications for select programs based on their affiliation. Access to the information contained in each application is restricted by a login password that will be regulated and monitored by the OMHRC staff. Selections for all OMHRC Research Training and Mentor Programs are made by an admissions committee and/or Program Director.

Over the last several years, the total number of participants in OMHRC Research Training and Mentoring programs have ranged from 1,000 to 2,000 trainees. To ensure the entire trainee population is receiving appropriate training and mentoring experiences to transition from student to colleague, the OMHRC created a series of programs, workshops, and activities to address research skills and career development.

The OMHRC programs' application databases are designed to collect and review applications for admissions into OMHRC Research Training and Mentor Programs. The applicant profile and contact information collected in the application are useful for tracking OMHRC program alumni and for providing future research information, trainings, workshops, events, networking opportunities, and follow-up surveys.

The OMHRC has revised the information collection request since the approved OMB Control Number 0925-0748 request in 2016. Most of the changes in the forms are not substantive and only relate to annual event changes with regards to the availability of topics (presentation titles) and speakers. Correspondingly, feedback questions are updated to state the presentations/speakers for that particular year's event. See [Section A15](#) for further discussion on changes.

A3. Use of Information Technology and Burden Reduction

The online web applications for the STEP-UP, DSRTTP, NMRI, NMA, and NHMA have been developed to promote efficiency and long-term tracking capabilities.

Features of the online applications include, but are not limited to the following elements:

- Edit submitted application to ensure up-to-date information for evaluation
- E-mail confirmation of successful submission of application
- E-mail notice of recommendation request for trainee submission
- E-mail confirmation messages for receipt of the following items: application submitted, recommendation letter submitted from each reference
- Resend recommendation request via e-mail program
- E-mail notification of application status

Prospective trainees can review web pages hosting application instructions and Frequently Asked Questions (FAQs) prior to submitting an application for admission consideration. The details posted within the web pages ensure adequate time to carefully complete and submit a well-organized application. The estimated time to complete an OMHRC application is approximately 20-45 minutes based on informal feedback from applicants. Applicants are assigned login credentials, including randomly generated or user-defined passwords when they first apply, which conforms to standards used by the NIH Center for Information Technology. References submit their letters of recommendation for applicants via a password-protected website. The online sites and tools that individuals use to access applicant data are restricted to OMHRC-approved users.

OMHRC's online systems reduces the burden on every applicant by streamlining the application process; improves agency efficiency and responsiveness to the public; and reduces the financial cost to applicants (e.g., there is no application fee for OMHRC programs). A Privacy Impact Assessment ([PIA] see Attachment 13) has been completed and submitted for OMHRC Research Training and Mentor Program applications database system.

A4. Efforts to Identify Duplication and Use of Similar Information

The OMHRC is not aware of any other agencies with similar tools and systems in place to enhance the application process for a diversity-related program.

A5. Impact on Small Businesses or Other Small Entities

No small business or other small entities will be affected by the implementation of OMHRC applications.

A6. Consequences of Collecting the Information Less Frequently

Without approval to collect applications for the various training programs, the OMHRC would be compromised in the ability to identify highly qualified trainees and mentees at various educational levels: high school students, undergraduate students, medical residents and fellows, and post-doctoral research students. Submitted applications for OMHRC programs' admission remain active for up to five years and are then archived or disposed based on [NIH Policy Manual Chapter 1743: Keeping and Destroying Records](#).

A7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The OMHRC information collection is consistent with the guidelines of 5 CFR 1320.5. Individuals that submit an application to the OMHRC do so voluntarily.

A8. Comments in Response to Federal Register Notice and Efforts to Consult Outside Agency

A.8.1 Comments in Response to the Federal Register Notice

The proposed information collection was [published](#) in the Federal Register (Vol. 84, No. 200, pages 55318-55319 on Wednesday, October 16, 2019, and no comments were received.

A.8.2 Efforts to Consult Outside Agency

Since the inception of the Office of Minority Health Research Coordination, both formal and informational consultations with the Extramural Research Programs of the NIH's Institutes-Centers and university communities have convened to discuss concerns and ideas about training future biomedical

scientists within the OMHRC programs. Areas of interest and discussion included but were not limited to the following:

- Recruitment of high-ability trainees
- Application and interview process
- Requirements for advanced degrees
- Structure of NIH-University partnerships
- Trainee support and stipends
- Development of the NIH trainee community
- Monitoring, steering, and evaluation of training programs
- Mentor composition

A9. Explanation of Any Payment or Gift to Respondents

Neither payments nor gifts will be distributed to individuals to encourage the completion and submission of an application.

A10. Assurance of Confidentiality Provided to Respondents

The data collection is covered by the [NIH Privacy Act Systems of Record 09-25-0014](#), "Clinical Research: Student Records, HHS/NIH/OD/OIR/OE," per the privacy memo received (see Attachment 12). The applications collect Personally Identifiable Information (PII), such as name, contact information, education, financial aid history, and employment history. Information about whether an applicant has a relative at the NIH is collected to ensure compliance with the [NIH Policy Manual Chapter 2300-310-1 Nepotism](#).

A11. Justification for Sensitive Questions

The OMHRC mission is to address the burden of diseases and disorders that disproportionately impact the health of minority populations. The OMHRC offers and participates in a variety of opportunities for researchers with underrepresented backgrounds. As such, the applications in this information collection request may collect sensitive data from applicants such as race, gender, ethnicity, and recruitment method, which are made available only to OMHRC staff members or in aggregate form to project officers and select NIH offices. This demographic information is not used by the admission committee for admission consideration. The OMHRC tracks and evaluates NIDDK's progress in training underrepresented racial and ethnic minorities in biomedical research.

A12. Estimates of Hour Burden Including Annualized Hourly Costs

Table A12-1. 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 |
|---|-------------------------|-----------------------|------------------------------------|--|---------------------------|
| Attachment 1: Short-Term Research Experience for Underrepresented Persons (STEP-UP) Application | Individuals/ Households | 2,000 | 1 | 45/60 | 1,500 |
| Attachment 2: STEP-UP Student Feedback Form | Individuals/ Households | 200 | 1 | 15/60 | 50 |
| Attachment 3: Diversity Summer Research Training Program (DSRTP) Feedback Form | Individuals/ Households | 14 | 1 | 30/60 | 7 |
| Attachment 4: Network of Minority Health Research Investigators (NMRI) Enrollment Form | Private Sector | 200 | 1 | 15/60 | 50 |
| Attachment 5: NMRI Evaluation Form | Private Sector | 120 | 1 | 30/60 | 60 |
| Attachment 6: NMRI Survey Form | Private Sector | 800 | 1 | 30/60 | 400 |
| Attachment 7: NMRI Mentor-Mentee Agreement Form | Private Sector | 100 | 1 | 30/60 | 50 |
| Attachment 8: NIH/National Medical Association (NMA) Academic Career Fellow Travel Awards Application | Private Sector | 200 | 1 | 20/60 | 67 |
| Attachment 9: NIH/NMA Feedback Form | Private Sector | 40 | 1 | 30/60 | 20 |

| | | | | | |
|---|----------------|-----|--------------|-------|--------------|
| Attachment 10: NIH/National Hispanic Medical Association (NHMA) Academic Career Fellow Travel Awards Application | Private Sector | 200 | 1 | 20/60 | 67 |
| Attachment 11: NIH/NHMA Feedback Form | Private Sector | 40 | 1 | 30/60 | 20 |
| TOTAL | | | 3,914 | | 2,291 |

Table A12-2. Annualized Cost to Respondents

| Type of Respondents | Total Annual Burden Hours | Hourly Respondent Wage Rate* | Respondent Cost |
|----------------------------|---------------------------|------------------------------|-----------------|
| Individuals/ Households | 1,557 | \$7.25 | \$11,288 |
| Private Sector | 734 | \$39.42 | \$28,934 |
| TOTAL | 2,291 | | \$40,222 |

* Individuals/Households refers to high school and undergraduate student participants. This rate is generated from the federal minimum wage under the Fair Labor Standards Act:

<https://www.dol.gov/whd/minwage/g-a.htm>

Private Sector refers to researchers and fellows in the field of scientific/biomedical research. This rate is generated from the mean hourly wage of the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, Occupational Employment and Wages, May 2018, Occupational Code 29-0000, Healthcare Practitioners and Technical Occupations:

<https://www.bls.gov/oes/current/oes290000.htm>

A13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

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

A14. Annualized Cost to the Federal Government

The annual cost to the Federal Government is estimated to be \$155,973.

| Cost Descriptions | Grade/Step | Salary* | % of Effort | Total Cost to Gov't |
|---------------------------------|------------|-----------|-------------|---------------------|
| Federal Oversight | | | | |
| IT Application Development Lead | GS-14/10 | \$152,352 | 3% | \$4,571 |
| IT Specialist | GS-13/5 | \$112,393 | 10% | \$11,239 |
| Health Science Administrator | GS-14/4 | \$128,911 | 30% | \$38,673 |
| Health Science Administrator | GS-13/2 | \$102,477 | 35% | \$35,867 |
| Program Analyst | GS-13/10 | \$128,920 | 30% | \$38,676 |
| Contractor Cost | | | | |
| Business Analyst | | | | \$9,520 |
| Database Administrator | | | | \$5,952 |
| Developer | | | | \$11,475 |
| Total | | | | \$155,973 |

*The salary in the table above is cited from 2019 DC-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay table: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/DCB.aspx>

A15. Explanation for Program Changes or Adjustments

This is a revision to an existing collection in use under OMB Control Number 0925-0748, expiring 12/31/2019. Most changes to the questions in the forms are only minor changes to reflect the change in speakers and presentation titles (topics) at the programs' annual events. A few questions on the forms were reworded to improve clarity. A few questions were removed as they were deemed unnecessary by new staff who have since replaced staff who managed OMHRC programs at the time of the 2016 submission.

The DS RTP application form (found in 2016 submission) which was housed on a NIDDK website will no longer be used. Instead, beginning in November 2019, applicants will be redirected to the NIH Office of Intramural Training and Education (OITE) Summer Internship Program (SIP) website: <https://www2.training.nih.gov/apps/publicForms/sip/forms/message.aspx?strMessage=sacc> and apply through the SIP application and select DS RTP as a subprogram in the application portal. OITE SIP holds its own approved OMB project clearance under "NIH Office of Intramural Training and Education Application (OD)," OMB Control Number 0925-0299, Expiration date: 6/30/2022. Thus, the DS RTP application form was removed from the current submission.

The NIH/NHMA Academic Career Fellow Travel Awards application is now available in an online submission format. In 2016, the application was an electronic form that was completed and emailed to an OMHRC staff person. The NHMA program application form mirrors the NIH/NMA Academic Career Fellow Travel Awards application which was approved in 2016 and has no changes. The same database

portal is used for both program applications and continues to be reviewed under the same Privacy Impact Assessment (see Attachment 13).

In the A12-1 Burden Table, the estimated number of respondents has changed since 2016 for some of the forms as the number of applicants/participants of OMHRC programs have grown or waned since 2016. Correspondingly, the total annual burden hours and annualized costs to respondents changes in comparison to the earlier 2016 submission.

A16. Plans for Tabulation and Publication and Project Time Schedule

No statistical analysis will be conducted from the information collected from the OMHRC applications.

Table A16-1. Project Time Schedule: Application Opening and Closing Dates for OMHRC programs

| Activity | Program Application Opening and Closing Dates |
|---|--|
| Short-Term Research Experience for Underrepresented Persons (STEP-UP) | Annually around November-February; exact dates change each year |
| Diversity Summer Research Training Program (DSRTP) | Annually around November-February; exact dates change each year |
| Network of Minority Health Research Investigators (NMRI) | Continuous, open year-round |
| NIH/National Medical Association (NMA) Academic Career Fellow Travel Awards | Annually around December-May; exact dates change each year dependent on NMA Convention date |
| NIH/National Hispanic Medical Association (NHMA) Academic Career Fellow Travel Awards | Annually around August-January; exact dates change each year dependent on NHMA Conference date |

A17. Reason(s) Display of OMB Expiration Date Is Inappropriate

The OMHRC displays OMB Control Number 0925-0748, expiration date 12/31/2019, and burden disclosure statements on all applicable information collection requests. Upon approval, the updated expiration date will be applied to each instrument.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

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