

Mini Supporting Statement A

Center for Global Health

Post-baccalaureate Fellowship Program (NCI)

Substudy under,

“Generic Clearance for Application Information for
Fellowship, Internships, Training Programs, and Specialty Positions
(National Cancer Institute)”

OMB# 0925-0761,

Expiration Date: 7/31/2022

Date: May 26, 2020

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List of Attachments

Attachment 1: Center for Global Health (CGH) Post-baccalaureate Fellowship Program Application

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The U.S. National Cancer Institute (NCI) Center for Global Health (CGH) post-baccalaureate fellowship provides recent college graduates who are planning to apply to graduate or professional (public health/research/medical/dental/ nursing/pharmacy, etc.) school an opportunity to learn about supporting the cancer research enterprise at NCI. Fellows work with NCI staff to develop and implement projects that aim to strengthen cancer research globally. The fellowship includes a capstone project. The NCI Center for Global Health is particularly interested in applicants who have either volunteered or worked in a low-or middle-income country or with disadvantaged populations in high-income countries.

A.2 Purpose and Use of the Information Collection

The purpose of the CGH Application is to assure that candidates for the CGH program meet basic eligibility requirements to assess their potential as future fellows that will support programmatic aspects of CGH's research funding, training, and network- and partnership-building initiatives. This fellowship is open to applicants with a Bachelor's or Master's degree or equivalent awarded in the U.S. or abroad. Applicants who have not yet graduated may apply, but will need to have received their degree by the time the fellowship begins. The fellowship is open to U.S. citizens and permanent residents only.

Prospective CGH fellows must apply directly to NCI. The CGH application (Attachment 1) includes an application form, cover letter, A Resume or Curriculum Vitae (CV), transcript, and recommendation letters as part of the application package and are submitted via email. Two signed recommendation letters are required for each applicant.

This is a one-year, full-time, paid fellowship. A second year may be possible, but is not guaranteed. The stipend is adjusted yearly (<https://www.cancer.gov/grants-training/training/at-nci/crta>). The position is located at the NCI Shady Grove campus (<http://www.cancer.gov/aboutnci/ncishadygrove>) in Rockville, Maryland. Relocation assistance is not available and relocation costs will not be reimbursed. More information about CGH programs can be found at: <https://www.cancer.gov/about-nci/organization/cgh/research>

A.3 Use of Information Technology to Reduce Burden

Prospective fellows apply directly to CGH post-baccalaureate fellowship for admission. The entire application process from submission to selection is conducted electronically; webpage for application and email for reference letters.

No official Privacy Impact Assessment (PIA) is needed for the CGH post-baccalaureate fellowship program. Applicants' information is stored on a secure server with limited access.

A.4 Efforts to Identify Duplication

This information will not be collected anywhere else and is unique to the CGH post-baccalaureate fellowship program.

A.5 Impact on Small Businesses or Other Small Entities

This information collection will have no impact on small businesses or other small entities.

A.6 Consequences of Collecting the Information Less Frequently

The CGH post-baccalaureate fellowship is a low-effort and high-impact program advancing NCI’s mission of strengthening cancer research across the nation through the cancer research workforce development. In addition, CGH fellows contribute to advancing CGH’s priorities of supporting cancer research globally. The inability to expose fellows to the cancer research environment where they can explore the potential of becoming cancer researchers might hinder the NCI’s mission.

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

This information collection is consistent with these guidelines. 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

All information will be kept private to the extent provided by law. All information is stored on the NCI/NIH server. The applicants do not access their files once submitted.

A.11 Justification for Sensitive Questions

No sensitive questions are contained in this information collection. Personally Identifiable information (PII) is collected including: name, contact information, education, US citizenship or permanent residency verification information, and employment history. Federal regulations for the protection of human subjects do not apply to this activity. PII such as passport information and the letter of recommendation are purged at the end of each application cycle.

A.12 Estimates of Hour Burden Including Annualized Hourly Costs

A.12-1 Estimated Annualized Burden Hours

Form Name	Category of Respondents	Number of Respondents	Number of Responses per Respondent	Average Time Per Response (in hours)	Total Burden Hours
Application	Individuals	10	1	1	10
Totals			10		10

A.12-2 Annualized Cost to the Respondents

Category of Respondents	Total Burden Hours	Hourly Wage Rate*	Respondent Cost
Individual	10	\$25.72	\$257.20
Total			\$257.20

*Source of the Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "All Occupations" 00-0000 (or substitute another occupation title that is more appropriate), https://www.bls.gov/oes/2019/May/oes_nat.htm#00-0000.

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 estimated annual cost to the Federal Government is expected to be \$12,940.40 (Table 14-1). The federal personnel are responsible for the review of data collected via the application mechanisms.

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 Lead	14/3	129,404	10%		\$12,940.40
Contractor Cost					\$0
Travel					\$0
Other Cost					\$0
Total					\$12,940.40

**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

This is a mini Supporting Statement for a generic information collection.

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

There are no plans for tabulation or publication of the CGH application. The information collected will be used to assess the appropriateness of applicants to the CGH program and to communicate accepted applicant's qualifications to prospective NCI mentors for fellowship placement.

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.