

Mini Supporting Statement A

Diversity Career Development Program (DCDP) (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: October 14, 2020

Name: Angela Jones
Address: 9609 Medical Center Drive, Room 2W-236
Rockville, MD 20892
Telephone: 240-276-5631
Email: jonesangel@mail.nih.gov

List of Attachments

Attachment 1: Diversity Career Development Program (DCDP) Application

Attachment 2: Privacy Impact Assessment

Mini Supporting Statement A

A.1 Circumstances Making the Collection of Information Necessary

The U.S. National Cancer Institute (NCI) Center for Cancer Training (CCT) Diversity Career Development Program (DCDP) seeks to empower talented intramural postdoctoral trainees, including but not limited to those from underrepresented and disadvantage groups, to achieve their full potential at the NCI. The overarching goal of this program is to provide NCI postdoctoral trainees with the tools necessary to develop leaders in academic independent research careers.

A.2 Purpose and Use of the Information Collection

The purpose of the CCT application is to assure that candidates for the DCDP meet basic eligibility requirements to assess their potential as future participants

Prospective DCDP fellows must apply directly to CCT-NCI. The DCDP application (**Attachment 1**) includes a copy of their CV and a cover letter.

This is a one-year, unpaid program, that seeks to complement their fellowship in the NCI's laboratory/office by teaching concepts that are not part of their laboratory training.

A.3 Use of Information Technology to Reduce Burden

Prospective participants apply directly to the CCT application site for evaluation and admission. The entire application process from submission to selection is conducted electronically; webpage for application and email for reference letters.

The NCI Privacy Act Coordinator was consulted, and it was determined that a Privacy Impact Assessment (PIA) is needed. A PIA is pending approval (**Attachment 2**).

A.4 Efforts to Identify Duplication

This information will not be collected anywhere else and is unique to the DCDP intramural postdoctoral 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 DCDP intramural postdoctoral program 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. The program has demonstrated to empower underrepresented minorities to grow in their careers and as future leaders in cancer research.

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, , and employment history.

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 | 20 | 10/60 | 1 | 3 |
| Totals | | | 20 | | 3 |

A.12-2 Annualized Cost to the Respondents

| Category of Respondents | Total Burden Hours | Hourly Wage Rate* | Respondent Cost |
|-------------------------|--------------------|-------------------|-----------------|
| Individual | 3 | \$25.72 | \$77.16 |
| Total | | | \$77.16 |

*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 \$4,316.75 (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 | 12/1 | \$86,335 | 5% | | \$4,316.75 |
| Contractor Cost | | | | | \$0 |
| Travel | | | | | \$0 |
| Other Cost | | | | | \$0 |
| Total | | | | | \$4,316.75 |

**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 DCDP application. The information collected will be used to assess the appropriateness of applicants to the DCDP and to communicate accepted applicant's qualifications to internal reviewers to score.

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.