

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 2/28/2023

Date: May 20, 2020

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](mailto: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. STEP-UP Participant Survey Form
4. Diversity Summer Research Training Program (DSRTP) Student Feedback Form
5. Network of Minority Health Research Investigators (NMRI) Enrollment Form
6. NMRI Evaluation Form
7. NMRI Survey Form
8. NMRI Mentor-Mentee Agreement Form
9. NIH/National Medical Association (NMA) Academic Career Fellow Travel Awards Application
10. NIH/NMA Feedback Form
11. NIH/NMA Academic Career Development Workshop Contact Information and Feedback Form
12. NIH/National Hispanic Medical Association (NHMA) Academic Career Fellow Travel Awards Application
13. NIH/NHMA Feedback Form
14. Privacy Act Notification Memo
15. 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/nih-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, 2/28/2023, 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.

Documenting participant feedback and post-program experiences (e.g., academic degrees conferred, academic and professional accomplishments, updated contact/professional information, career status and trajectory, potential research activities and funding, etc.) collected in the OMHRC feedback and evaluation forms are useful for programmatic insights to assess enhancement opportunities in program delivery and evaluate whether the programs are meeting their missions and goals. This information is useful to advance future evaluations for the OMHRC programs and to strategize new initiatives in minority health research and training.

The OMHRC has revised the information collection request approved in OMB Control Number 0925-0748, expiration date: 2/28/2023. The changes include two additional information collection request instruments and considerations for future collections under exploration. 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 15) 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 14). The applications and feedback forms 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: STEP-UP Participant Survey Form	Private Sector	2,200	1	5/60	183
Attachment 4: Diversity Summer Research Training Program (DSRTP) Feedback Form	Individuals/ Households	14	1	30/60	7
Attachment 5: Network of Minority Health Research Investigators (NMRI) Enrollment Form	Private Sector	200	1	15/60	50
Attachment 6: NMRI Evaluation Form	Private Sector	120	1	30/60	60
Attachment 7: NMRI Survey Form	Private Sector	800	1	30/60	400
Attachment 8: NMRI Mentor-Mentee Agreement Form	Private Sector	100	1	30/60	50
Attachment 9: NIH/National Medical Association (NMA) Academic Career Fellow Travel Awards Application	Private Sector	200	1	20/60	67



Attachment 10: NIH/NMA Feedback Form	Private Sector	40	1	30/60	20
Attachment 11: NIH/NMA Academic Career Development Workshop Contact Information and Feedback Form	Private Sector	1,000	1	5/60	83
Attachment 12: NIH/National Hispanic Medical Association (NHMA) Academic Career Fellow Travel Awards Application	Private Sector	200	1	20/60	67
Attachment 13: NIH/NHMA Feedback Form	Private Sector	40	1	30/60	20
<b>TOTAL</b>			<b>7,114</b>		<b>2,557</b>

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	1,002	\$39.42	\$39,499
<b>TOTAL</b>	<b>2,559</b>		<b>\$50,787</b>

\* 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/q-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 \$160,517.

Cost Descriptions	Grade/Step	Salary*	% of Effort	Total Cost to Gov't
<b>Federal Oversight</b>				
IT Application Development Lead	GS-14/10	\$157,709	3%	\$4,731
IT Specialist	GS-13/5	\$116,353	10%	\$11,635
Health Science Administrator	GS-14/4	\$133,447	30%	\$40,034
Health Science Administrator	GS-13/2	\$106,085	35%	\$37,130
Program Analyst	GS-13/10	\$133,465	30%	\$40,040
<b>Contractor Cost</b>				
Business Analyst				\$9,520
Database Administrator				\$5,952
Developer				\$11,475
<b>Total</b>				<b>\$160,517</b>

\*The salary in the table above is cited from 2020 DC-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay table: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/20Tables/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 2/28/2023. The OMHRC is adding two additional instruments. The first instrument (Section A12, Attachment 11) is a previously approved information collection request under OMB# 0925-0648, expiration date: 05/2021, "Generic Clearance for the Collection of Routine Customer Feedback," titled "NIH/National Medical Association (NMA) Academic Career Development Workshop Contact Information and Feedback Form." The purpose is to update contact information and obtain feedback from past recipients of the NIH/NMA Travel Awards program and past participants of the NIH/NMA Academic Career Development Workshop. While the OMHRC originally intended it to be a one-time collection, they have decided to change it to a regular, annual collection to capture informative programmatic feedback and contact information for future program participants.

The second instrument (Section A12, Attachment 3) is for the STEP-UP program to annually survey past participants in efforts of updating contact information, degrees conferred, employment information, and professional achievements since completing the STEP-UP program. Other OMHRC programs such as NMRI and NIH/NMA are also exploring adding similar information collection elements/instruments for their past and future participants akin to the STEP-UP Participant Survey Form within the next three years (boundary terms of OMB information collection request expiration).

As discussed in [Section A2](#), the OMHRC wishes to collect participant information for program evaluation and enhancement purposes. For example, the NMRI may update the existing, approved evaluation form (Section A12, Attachment 7) to include elements such as academic/career achievements, program participation feedback, updated contact information, and other factors informative for program

assessment. Evaluation enhancements will not be made until approval is given by the NIDDK Advisory Council and resources are available to conduct such assessments. While the programs do not have an instrument prepared at this time, NIDDK will submit a revision with updated instrument(s) when finalized in the future.

Finally, the OMHRC has revised instruments (Attachments 2, 4, 5, 9, 10, 12, 13) to update the question regarding respondents' race. "Other" as a response item has been removed to comply with the use of the Standard 5 Race Categories.

Section A12 has been updated to include two new instruments and this has correspondingly increased the total annual burden hours and annualized costs to respondents when compared to the earlier 2019 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 2/28/2023, 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.