

Supporting Statement A for
National Eye Institute's Intramural Research Program
Application Form for electronic Individual Development Plan (eIDP) - NEI

OMB# 0925-XXXX and XX/XX/XXXX

Date: August 26, 2021

Check off which applies:

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

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Attachments (save file names to match what is being referenced: (ex: x.baseline; y.screener)

ATTACHMENTS

Attachment 1 - Initial eIDP Trainees Screenshots

Attachment 2 - Exit Survey Part 1 Screenshots

Attachment 3 - Exit Survey Part 2 Screenshots

Attachment 4 - Email Notification

Attachment 5 - Privacy Impact Assessment (PIA)

A. Justification

This is to request approval of the implementation of an electronic Individual Development Plan (eIDP), with an exit survey. Completing an eIDP is a crucial step in a trainees' professional development and is a standard in graduate and postdoctoral education. An IDP is an effective tool for trainees to think about their career goals and skills needed to achieve them during their time at the NEI. Trainees work together with their research mentor to organize and describe their research projects, consider career paths, and set training goals and expectations.

The eIDP will involve an initial assessment when a trainee starts at the NEI and then collected annually afterwards to track progress as they complete their fellowship. The eIDP system also includes an exit survey to collect outcomes data and assess the mentoring environment in the Intramural Research Program.

A.1 Circumstances Making the Collection of Information Necessary

One of the goals of the National Eye Institute's (NEI) Intramural Research Program (IRP) is to train and support the next generation of vision science researchers and ophthalmologists. Trainees come to the NEI with various educational levels (student, postbaccalaureate, graduate students, postdoctoral fellows) and for varying periods of time (6 months to 5 years). Training at the NEI focuses not only on the development of scientific and technical skills of our trainees but also their professional and career skills. Completing an annual Individual Development Plan (IDP) is a crucial step in facilitating trainees' professional development and is a standard in graduate and postdoctoral education. An IDP is an effective tool for trainees to think about their career goals and skills needed to achieve them during their time at the NEI. Trainees work together with their research mentor to organize and summarize their research projects, consider career goals, and set training goals and expectations.

The data collected comes from a detailed questionnaire focused on responses to career and professional goals and expectations while the trainee is at the NEI. It is expected that the trainees will complete the eIDP annually and that their scientific and career development could be improved by their responses. The effectiveness of training could also be enhanced by the reports received by the trainees completing the eIDP. The eIDP fulfills the requirements of the National Institutes of Health's training authority as established under: the Public Health Service Act, [42 U.S.C. 216](#), [282\(b\)\(13\)](#), [284\(b\)\(1\)\(C\)](#), [285a-2\(b\)\(3\)](#), [286b-3](#), [287c-21\(a\)](#).

A.2 Purpose and Use of the Information Collection

The purpose of the eIDP (**Attachment 1: Initial eIDP Trainees Screenshots**) is to ensure that NEI trainees are receiving proper career and professional guidance, making appropriate progress, and determining activities to achieve their goals. All fields within the eIDP are required fields.

This request is for full implementation involving approximately 150 trainees for the eIDP to collect input on the application and review processes. The primary goal is to use the eIDP is used to track trainees' career and professional goals and to ensure trainees receive the tools needed to achieve those goals.

The eIDP utilizes many of the following information fields:

- General information (name, year of training, position title, terminal degree, lab/branch name, research mentor and lab/branch chief names);
- Contact information (e-mail, phone, and location for current lab/branch);
- Research training activities (project description, training needed to accomplish research goals, deliverables);
- Career goals and training activities (future career path, skills needed to achieve goals);
- Expectations for training (trainee and mentor expectations)

Additionally, the system also has a two-part exit survey for fellows leaving our training program (**Attachment 2: Exit Survey Part 1 Screenshots** and **Attachment 3: Exit Survey Part 2 Screenshots**). This is designed to facilitate outcomes reporting and to potentially identify gaps and deficiencies in the NEI training program.

The exit survey utilizes many of the following information fields:

- General information (name, year of training, position title, lab/branch name, research mentor)
- Contact information (e-mail)
- New position information (degree type pursued if applicable, position title, type of organization, future duties)
- Assessment of the training experience (relationship with mentor, training, the research environment)

The eIDP will be administered electronically to trainees (**Attachment 1**). Upon completion of their training at the NEI, trainees will be asked to electronically complete an exit survey (**Attachments 2 and 3**).

Electronic email will be used to request completion of the eIDP (**Attachment 4: Email Notification**).

NOTE: the NEI eIDP system draws information from various NIH systems to pre-populate certain fields. Names that do appear in the screenshots within the attachments are from dummy accounts that have been created within those systems to prevent any breach of Personally Identifiable Information (PII) or unnecessary redactions.

A.3 Use of Information Technology and Burden Reduction

A completed Individual Development Plan has always been required annually by the trainee, but until now it has been paper-based. Using an electronic IDP is advantageous because it will save time and lessen the burden to the users compared to managing paper copies. The exit survey is also a requirement of trainees but is also currently

The eIDP is web-based. The survey will be administered using an email invitation (**Attachment 4**) and the trainee will complete the eIDP by computer. The NEI Privacy Act Coordinator was consulted, and it was determined that a Privacy Impact Assessment (PIA) is needed. A PIA has been completed and filed with our ISSO team for uploading to NSAT (**Attachment 5: Privacy Impact Assessment (PIA)**).

A.4 Efforts to Identify Duplication and Use of Similar Information

This system, which was originally developed by the National Cancer Institute's (NCI) Center for Cancer Training (CCT) and was provided to the NEI via software agreement. NCI has already received OMB clearance (OMB NO: 0925-0762, exp. Date 7/31/2022) for their eIDP and other than branding changes, is identical to the NCI system. This information will not be collected anywhere else and is unique to the trainees' eIDP.

A.5 Impact on Small Businesses or Other Small Entities

There is no impact on small businesses or other small entities.

A.6 Consequences of Collecting the Information Less Frequently

Information will be collected and updated once annually until the trainee leaves the NEI. Annual collection of the eIDP is needed to better train and track the trainee population in order to support NEI's goal of training future vision researchers.

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

This survey will be implemented in a manner that fully complies with 5 C.F.R. 1320.5.

A.8.1 Comments in Response to the Federal Register Notice

This proposed information collection was previously published in the [Federal Register](#) on May 24, 2021, page 27856-27857 (86 FR 27856) and allowed 60 days for public comment. No public comments were received.

A.8.2 Efforts to Consult Outside Agency

No efforts have been made to consult with an outside agency.

A.9 Explanation of Any Payment of Gift to Respondents

No payments nor gifts will be distributed to the individuals completing the eIDP.

A.10 Assurance of Confidentiality Provided to Respondents

All information will be kept private to the extent provided by law. Only intramural trainees will have the ability to initiate their eIDPs using their NIH login credentials.

Personally Identifiable Information (PII) collected includes: name, contact information, and education. Federal regulations for the protection of human subjects do not apply to this activity. The information collected is covered by the NIH Privacy Act Systems of Records Notice (SORN) is #09-25-0014, "Clinical Research; Student Records, HHS/PHS/NIH/OD/OIR/OE."

A.11 Justification for Sensitive Questions

Gender is pre-populated from data available from the NIH Enterprise Directory. The trainee may complete optional fields for race/ethnicity. Data collected will be used for internal tracking to ensure we attract a diverse trainee population.

A.12.1 Estimates of Hour Burden Including Annualized Hourly Costs

A list of trainees who are required to complete the eIDP is identified by NEI’s Intramural Administrative Management Branch (IAMB) using information available through NIH Enterprise Directory and the Fellowship Payment System. Implementation of the eIDP will be phased in over a six-month period upon receipt of OMB clearance. It is estimated there will be a total of 150 trainee respondents who will complete the initial eIDP and exit surveys. The initial eIDP and exit survey will take approximately 5 to 60 minutes to complete, depending on the form. The estimated hour burden included for this information collection is 213 hours (Table 12-1).

Table 12-1 Estimated Annualized Burden Hours

	Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Time Per Response (in hours)	Total Annual Burden Hour
eIDP	Individuals	150	1	1	150
Exit Survey Part 1	Individuals	150	1	5/60	13
Exit Survey Part 2	Individuals	150	1	20/60	50
	TOTAL	150	450		213

A.12-2 ANNUAL COST TO RESPONDENT

The annualized cost to respondents is estimated to be \$18,076.00 (Table 12.2). The source of the Hourly Wage Rate is a Medical Scientist (19-1042) from the Bureau of Labor and Statistics https://www.bls.gov/oes/current/oes_nat.htm.

Table 12-2 Annualized Cost to Respondents

Type of Respondent	Total Annual Burden Hours	Hourly Wage Rate	Respondent Cost
Medical Scientist	213	\$45.19	\$9,625.47

https://www.bls.gov/oes/current/oes_nat.htm

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

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Training Director	13/3	\$114,059	5%		\$5,702.95
Research Mentor (PI)	15/6	\$157,253	0.5%		\$786.27
Lab/Branch/Office Chief	15/7	\$161,746	0.5%		\$808.73
Contractor Cost					
Computer/Website Developer					\$12,000.00*
Travel					\$0
Other Cost**					\$5,000
Total					\$24,297.95

* This is an estimated cost because this is one part of a larger contract that includes other tasks the contractor completes.

** Fee paid to NCI for under a Memorandum of Understanding to provide the source code and support

A.15 Explanation for Program Changes or Adjustments

This is a new information collection request.

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

Results will be tabulated after the completion of the eIDP. The results from this pilot and any publications or presentations are not generalizable and will not be used to make broad, expansive conclusions.

The study time schedule is outlined in Table A.16-1.

Activity	Months after OMB Approval
Initiate eIDP	Month 0-2
Complete eIDP	Month 3
Analyze responses and revise eIDP (if	Months 4-6

necessary)	
Run reports	Months 6-8
Begin eIDP renewal	Months 9-12

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 C.F.R. 1320.9.