

1. OPDIV	National Institutes of Health
2. PIA Unique Identifier	P-8851736-287551
2a. Name	NIDA International Fellowship Program
3. The subject of this PIA is which of the following?	Electronic Information Collection
3a. Identify the Enterprise Performance Lifecycle Phase of the system.	Operational
3b. Is this a FISMA-Reportable system?	No
4. Does the system include a Website or online application available to and for the use of the general public?	Yes
<u>Accept / Reject Status</u>	Undefined
Question 4 Comment	
5. Identify the operator.	Agency
6. Point of Contact (POC)	
POC Title	Research Training Program Officer
POC Name	Lindsey Friend
POC Organization	National Institute on Drug Abuse, International Program
POC Email	lindsey.friend@nih.gov
POC Phone	(301) 402-1428
<u>Accept / Reject Status</u>	Undefined
Question 6 Comment	
7. Is this a new or existing system?	New
8. Does the system have Security Authorization (SA)?	Yes

<u>Accept / Reject Status</u>	Undefined
Question 8 Comment	
8a. Date of Security Authorization	05/21/2021
9. Indicate the following reason(s) for updating this PIA. Choose from the following options.	
Other	
<u>Accept / Reject Status</u>	
Question 9 Comment	
10. Describe in further detail any changes to the system that have occurred since the last PIA.	
<u>Accept / Reject Status</u>	Undefined
Question 10 Comment	
11. Describe the purpose of the system.	The purpose of the NIDA International Fellowship Program (IRP) is to identify potential applicants for the program. The information collection activity is necessary to determine the eligibility and quality of potential awardees for the research training opportunity of this program.
<u>Accept / Reject Status</u>	Undefined
Question 11 Comment	
12. Describe the type of information the system will collect, maintain (store), or share. (Subsequent questions	The information collected during the application process is used to make basic eligibility determinations and to provide the scientific reviewers the information necessary to assess the scientific merit of the full application (applicant and mentor responses), the proposal's

<p>will identify if this information is PII and ask about the specific data elements.)</p>	<p>relevance to drug use and addiction and NIDA's research mission, adequacy of the applicant's education and experience to conduct the proposed research, likelihood that the proposed research can be completed within 1 year, and compatibility of the applicant's and mentor's objectives.</p> <p>Information collected through the applicant form includes Personal information (name, year of birth); Contact information (mailing, e-mail, phone for current and permanent address); Educational history (university, academic major, attendance dates, degree awarded); Employment history (position title, organization, duties and responsibilities, dates of employment); Resume components (position title, name and address of institution); name and address of mentor and contact information; list of publications, professional reference names and contact information; research abstract and proposal, and applicant certification and acceptance of terms. Requirements for eligibility include: An earned doctoral degree in medicine, public health, or biomedical, behavioral, or social sciences. A minimum of 2 years of postdoctoral research experience, including a demonstrated ability to engage in independent research. Written assurance from an institution in the home country that there is a position to which the applicant can return after completing the fellowship.</p> <p>Information collected through the mentor form includes: Personal information (name); Contact information (e-mail address, work phone number); Educational history (university, academic major, attendance dates, degree awarded); Resume components (position title, name and address of institution); Mentorship background (number of Pre- and Postdoctoral Fellows mentored, names and current employer of most recent mentored fellows); list of significant publications, awards, honors, and/or membership on current federal government public advisory committees; mentor's statement of support of applicant's postdoctoral training and research proposal; and mentor certification and acceptance of terms. To be considered, a mentor must be a NIDA-funded researcher in the United States. The mentor's NIDA-funded grant must be active throughout the proposed fellowship period.</p> <p>Users access the International Research Fellowship Award Program application using NIH Identity, Credential, and Access Management (IAM) Services which maintains its own unique privacy impact assessment (PIA) on record, including all legal authorities documented. The purpose of the IAM is to authenticate and authorize all users and computers in a Windows domain type network; assigning and enforcing information security policies for all computers and installing or updating software. The IAM collects</p>
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	unique usernames and passwords (user credentials) and stores them in an encrypted format. The IAM is an essential service which facilitates and governs network access to various resources.
<u>Accept / Reject Status</u>	Undefined
<u>Question 12 Comment</u>	
13. Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.	<p>The information collected during the application process is used to make basic eligibility determinations and to provide the scientific reviewers the information necessary to assess the scientific merit of the full application (applicant and mentor responses), the proposal's relevance to drug use and addiction and NIDA's research mission, adequacy of the applicant's education and experience to conduct the proposed research, likelihood that the proposed research can be completed within 1 year, and compatibility of the applicant's and mentor's objectives.</p> <p>Information collected through the applicant form includes: Personal information (name, year of birth); Contact information (mailing, e-mail, phone for current and permanent address); Educational history (university, academic major, attendance dates, degree awarded); Employment history (position title, organization, duties and responsibilities, dates of employment); Resume components (position title, name and address of institution); name and address of mentor and contact information; list of publications, professional reference names and contact information; research abstract and proposal, and applicant certification and acceptance of terms. Requirements for eligibility include: An earned doctoral degree in medicine, public health, or biomedical, behavioral, or social sciences. A minimum of 2 years of postdoctoral research experience, including a demonstrated ability to engage in independent research. Written assurance from an institution in the home country that there is a position to which the applicant can return after completing the fellowship.</p> <p>Information collected through the mentor form includes: Personal information (name); Contact information (e-mail address, work phone number); Educational history (university, academic major, attendance dates, degree awarded); Resume components (position title, name and address of institution); Mentorship background (number of Pre- and Postdoctoral Fellows mentored, names and current employer of most recent mentored fellows); list of significant publications, awards, honors, and/or membership on current federal government public advisory committees; mentor's statement of support of applicant's postdoctoral training and research proposal;</p>

	<p>and mentor certification and acceptance of terms. To be considered, a mentor must be a NIDA-funded researcher in the United States. The mentor's NIDA-funded grant must be active throughout the proposed fellowship period.</p> <p>Users access the International Research Fellowship Award Program application using NIH IAM Services which maintains its own unique privacy impact assessment (PIA) on record, including all legal authorities documented.</p>
<u>Accept / Reject Status</u>	Undefined
Question 13 Comment	
14. Does the system collect, maintain, use or share PII?	Yes
<u>Accept / Reject Status</u>	Undefined
Question 14 Comment	
15. Indicate the type of PII that the system will collect or maintain.	Name, E-Mail Address, Phone Numbers, Certificates, Education Records, Mailing Address, Employment Status
	Resume, publications, references, research abstracts, year of birth
	Awards, honors, memberships, citizenship
<u>Accept / Reject Status</u>	Undefined
Question 15 Comment	
16. Indicate the categories of individuals about whom PII is collected, maintained or shared.	Employees, Public Citizens
<u>Accept / Reject Status</u>	Undefined
Question 16 Comment	

17. How many individuals' PII is in the system?	Less than 100
<u>Accept / Reject Status</u>	Undefined
Question 17 Comment	
18. For what primary purpose is the PII used?	The primary purpose of collecting personally identifiable information (PII) is to make basic eligibility determinations for acceptance in to the program or become a mentor.
<u>Accept / Reject Status</u>	Undefined
Question 18 Comment	
19. Describe the secondary uses for which the PII will be used (e.g. testing, training or research)	The secondary use would be to contact applicant and mentor during application review and award decision process.
<u>Accept / Reject Status</u>	Undefined
Question 19 Comment	
20. Describe the function of the SSN.	N/A. SSN is not collected
<u>Accept / Reject Status</u>	Undefined
Question 20 Comment	
20a. Cite the legal authority to use the SSN.	N/A. SSN is not collected
21. Identify legal authorities governing information use and disclosure specific to the system and program.	42 U.S.C 241
22. Are records on the system retrieved by one or more PII data elements?	Yes
<u>Accept / Reject Status</u>	Undefined

Question 22 Comment	
22a. Identify the number and title of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or identify if a SORN is being developed.	
Published:	09-25-0014 "Clinical Research: Student Records
Published:	
Published:	
In Progress	Undefined
23. Identify the sources of PII in the system.	Online, Members of the Public
<u>Accept / Reject Status</u>	Undefined
Question 23 Comment	
23a. Identify the OMB information collection approval number and expiration date.	OMB #0925-0733 Expires 07/31/2022
24. Is the PII shared with other organizations?	No
<u>Accept / Reject Status</u>	Undefined
Question 24 Comment	
24a. Identify with whom the PII is shared or disclosed and for what purpose.	
Within HHS	Undefined
Other Federal Agency/Agencies	Undefined
State or Local Agency/Agencies	Undefined

Private Sector	Undefined
24b. Describe any agreements in place that authorizes the information sharing or disclosure (e.g. Computer Matching Agreement, Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	
24c. Describe the procedures for accounting for disclosures.	
25. Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.	Application instructions are posted on the website and explain the information to be gathered to determine eligibility.
<u>Accept / Reject Status</u>	Undefined
Question 25 Comment	
26. Is the submission of PII by individuals voluntary or mandatory?	Voluntary
<u>Accept / Reject Status</u>	Undefined
Question 26 Comment	
27. Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	The online application is only required if the person chooses to apply for the program. The person can choose not to apply and thus opt-out.
<u>Accept / Reject Status</u>	Undefined

Question 27 Comment	
28. Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	Participants are required to opt in to consent of the information collected prior to completing an application.
<u>Accept / Reject Status</u>	Undefined
Question 28 Comment	
29. Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	There is currently no process in place since we do not believe this is a foreseeable event. Should an individual raise a concern, NIDA would treat it as an incident, investigate, and attempt to resolve accordingly.
<u>Accept / Reject Status</u>	Undefined
Question 29 Comment	
30. Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. If no processes are in place, explain why not.	All PII collected will be permanently deleted from the system after each fellowship application period (yearly). It will not be used for any other purpose than described so periodic reviews are not relevant.
<u>Accept / Reject Status</u>	Undefined

Question 30 Comment	
31. Identify who will have access to the PII in the system and the reason why they require access.	
Users	Yes
	Users have access to their own information.
Administrators	Yes
	Administrators may be applicant reviewers and provide system management & operations.
Developers	Yes
	Developers provide system development/enhancements, management, and operations.
Contractors	Yes
	Direct contractors may be administrators and/or developers.
Others	Undefined
32. Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Access to PII is assigned to personnel based upon current job responsibilities. An IAM login account is required to gain access to the stored PII data.
<u>Accept / Reject Status</u>	Undefined
Question 32 Comment	
33. Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	Access to PII is assigned to personnel based upon current job responsibilities. An IAM login account is required to gain access to the stored PII data.
<u>Accept / Reject Status</u>	Undefined
Question 33 Comment	
34. Identify training and awareness provided to personnel (system owners,	All personnel who manage or operate NIH applications must successfully complete annual privacy and security awareness training. There are five categories of mandatory information

managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.	technology (IT) training (Information Security, Counterintelligence, Privacy Awareness, Records Management and Emergency Preparedness). Training is completed on the http://irtsectraining.nih.gov site with valid NIH credentials.
<u>Accept / Reject Status</u>	Undefined
Question 34 Comment	
35. Describe training system users receive (above and beyond general security and privacy awareness training).	Administrators and Privileged Users require additional training specific to their roles and responsibilities.
<u>Accept / Reject Status</u>	Undefined
Question 35 Comment	
36. Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes
<u>Accept / Reject Status</u>	Undefined
Question 36 Comment	
37. Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific records retention schedules.	NIH Records schedule 02-005 - Official Case Files of Applications and Awards, Appeals, and Litigation Records for Grants, Cooperative Agreements, and Other Transaction Activities. Official case files of funded and unfunded grants and cooperative agreements, award applications, and appeals and litigation records. Records also include those supporting other transaction awards and activities. Disposition: Cut off annually following completion of final award-related activity that represents closing of the case file (e.g., end of project period, completed final peer review, litigation or appeal proceedings concluded). Destroy 30 year(s) after cutoff. Disposition authority: DAA-0443-2019-0008

<u>Accept / Reject Status</u>	Undefined
Question 37 Comment	
38. Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.	<p>Physical controls include 24x7 guards of mobile units used to collect data, Personal Identify Verification (PIV) key cards and closed circuit television (TV).</p> <p>Technical controls include User identification (ID), passwords, network firewall, Virtual Private Network (VPN), Intrusion Detection System, Role Based Access Controls, System logs.</p> <p>Administrative controls include system security and contingency plan. Files are backed up regularly and stored offsite. Contract clauses ensure adherence to privacy provisions and practices, least privilege through role-based access, and policies for retention and destruction of PII.</p>
<u>Accept / Reject Status</u>	Undefined
Question 38 Comment	
39. Identify the publicly-available URL.	https://nidaextshare.nida.nih.gov/INVEST/SitePages/Home.aspx https://nidaextshare.nida.nih.gov/INVEST/SitePages/mentor.aspx
<u>Accept / Reject Status</u>	Undefined
Question 39 Comment	
40. Does the website have a posted privacy notice?	Yes
<u>Accept / Reject Status</u>	Undefined
Question 40 Comment	
40a. Is the privacy policy available in a machine-readable format?	Yes

41. Does the website use web measurement and customization technology?	No
<u>Accept / Reject Status</u>	Undefined
Question 41 Comment	
41a. Select the type of website measurement and customization technologies is in use and if it is used to collect PII. (Select all that apply).	
Web Beacons	No
Collects PII?	Undefined
Web Bugs	No
Collects PII?	Undefined
Session Cookies	No
Collects PII?	Undefined
Persistent Cookies	No
Collects PII?	Undefined
Other ...	
Collects PII?	Undefined
42. Does the website have any information or pages directed at children under the age of thirteen?	No
<u>Accept / Reject Status</u>	Undefined
Question 42 Comment	
42a. Is there a unique privacy policy for the website, and does the unique privacy policy address the process for obtaining parental consent if any	Undefined

information is collected?	
43. Does the website contain links to non-federal government websites external to HHS?	No
<u>Accept / Reject Status</u>	Undefined
Question 43 Comment	
43a. Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	Undefined
REVIEWER QUESTIONS: The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.	
1. Are the questions on the PIA answered correctly, accurately, and completely?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 1 Comment	
2. Does the PIA appropriately communicate the purpose of PII in the system and is the purpose justified by appropriate legal authorities?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 2 Comment	

3. Do system owners demonstrate appropriate understanding of the impact of the PII in the system and provide sufficient oversight to employees and contractors?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 3 Comment	
4. Does the PIA appropriately describe the PII quality and integrity of the data?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 4 Comment	
5. Is this a candidate for PII minimization?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 5 Comment	
6. Does the PIA accurately identify data retention procedures and records retention schedules?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 6 Comment	

7. Are the individuals whose PII is in the system provided appropriate participation?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 7 Comment	
8. Does the PIA raise any concerns about the security of the PII?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
<u>Accept / Reject Status</u>	Undefined
Question 8 Comment	
9. Is applicability of the Privacy Act captured correctly and is a SORN published or does it need to be?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
<u>Accept / Reject Status</u>	Undefined
Question 9 Comment	
10. Is the PII appropriately limited for use internally and with third parties?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 10 Comment	
11. Does the PIA	Undefined

demonstrate compliance with all Web privacy requirements?	
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 11 Comment	
12. Were any changes made to the system because of the completion of this PIA?	Undefined
Reviewer Notes	
<u>Accept / Reject Status</u>	Undefined
Question 12 Comment	
General Comments	<p>This module is under the National Institute on Drug Abuse (NIDA) 6101 General Support System whose Universal Unique Identifier (UUID) is: 634C0CC9-0191-4EA9-8AAF-076D61FC021B</p> <p>OMB #0925-0733 has been issued an extension to 07/31/2022</p>
Status and Approvals	
IC Status	IC Approved
OSOP Status	Pending Privacy Officer Review
OPDIV Senior Official for Privacy Signature	
HHS Senior Agency Official for Privacy	