

Supporting Statement A

for

OMB Clearance Number: 0925-0299, exp., date 31 March 2027

**NIH Office of Intramural Training & Education -
Application, Registration, and Alumni Systems
Office of the Director**

August 2026

Check off which applies:

- ☐ New
- ☒ **Revision**
- ☐ Reinstatement with Change
- ☐ Reinstatement without Change
- ☐ Extension
- ☐ Emergency
- ☐ Existing w/o OMB approval

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**Attachments for Accessing Specific OITE Sponsored Training Program Descriptions,
Applications, Directions, and Frequently Asked Questions**

Attachment-01.	NIH-AC Account
Attachment-02.	NIH-AC Applications
Attachment-03.	NIH-AC Reference Letters
Attachment-04.	NIH-AC Reference Financial Need
Attachment-05.	UGSP Interview Experience
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Attachment-17.	Event Registration
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Attachment-19.	Privacy Impact Assessment: RTO and CMS
Attachment-20.	System Generated Emails

Acronym List for Attachment Titles

- FARE = Fellows Award for Research Excellence
- GPP = Graduate Partnerships Program
- NIH-AC = NIH Application Center
- OITE = Office of Intramural Training & Education
- UGSP = Undergraduate Scholarship Program

A. Justification

This information collection request is submitted as a revision of the currently approved OMB information collection (OMB Control No. 0925-0299). Continued approval of these collection forms is necessary to support the Office of Intramural Training & Education (OITE) in administering programs that recruit, select, and develop individuals across a broad educational spectrum—from pre-college through postdoctoral levels—within the NIH Intramural Research Program (NIH-IRP). These collections enable OITE to evaluate applicants, ensure fair and informed selection processes, and maintain accurate records of trainee participation and outcomes, including post-program career placement.

The use of online collection forms—available year-round or during defined application cycles and promoted through the OITE website—ensures accessibility, efficiency, and compliance with federal requirements for electronic data collection. The current revision also supports the implementation of updated application software, improving data quality and user experience.

Additionally, the information collected supports program evaluation and oversight. Surveys assessing the composition of the NIH trainee community provide insights into demographics and participation trends, informing strategic planning, program management, and resource allocation. Collectively, these efforts ensure that OITE can fulfill its mission of developing future biomedical scientists while maintaining accountability, transparency, and continuous program improvement.

A1. Circumstances Making the Collection of Information Necessary

OITE administers NIH Intramural Research Program (NIH-IRP) training programs designed to prepare individuals at various educational stages for careers in biomedical research. Collecting information from applicants and trainees is necessary to evaluate eligibility, manage admissions, appointment paperwork, support program operations, and assess training outcomes.

NIH's authority to conduct and support research training is established under multiple statutory provisions. Title 42 U.S.C. Sections 241 and 282(b)(13) authorize the NIH Director to conduct and support research training not provided under Part 487 of the Public Health Service (PHS) Act (National Research Service Awards) and not constituting residency training for physicians or other health professionals. Additional authority is granted to Institute and Center Directors under PHS Act Sections 405(b)(1)(C) and 42 U.S.C. Sections 284(b)(1)(C) and 285–287. Visiting Fellow appointments are authorized under PHS Act Section 307 of the PHS Act (42 U.S.C. § 242I) and implemented through 42 CFR Part 61, Subpart A.

Participants in the NIH-IRP are identified and selected through applications and related forms submitted via the OITE website.

Appointment mechanisms vary depending on program and eligibility requirements.

- Intramural Research Training Award (IRTA) and Cancer Research Training Award (CRTA): U.S. citizens, non-citizen nationals, and lawful permanent residents. The CRTA is used exclusively by the National Cancer Institute.
- Visiting Fellow: Foreign citizens enrolled in or have been awarded a PhD or equivalent advanced degree.
- Research Fellow: U.S. citizens, non-citizen nationals, and lawful permanent residents that have received a doctorate or equivalent degree.
- Clinical Fellow: U.S. citizens, non-citizen nationals, and lawful permanent residents that have received a medical or equivalent degree.
- Special Volunteer: For individuals that receive compatible financial support from non-NIH sources and provide direct services for NIH.

- Guest Researcher: Used in limited cases where individuals receive financial support from non-NIH sources and provide no direct services for NIH.

Training durations range from short-term (few months) to multi-year programs (up to five years).

- Postbaccalaureate Program (PBP) - one to three years
- Graduate Partnerships Program (GPP) - one to five years
- Postdoctorate Program - one to five years
- Visiting Fellow Program - one to three years

Financial support may come from NIH appropriated funds, NIH investigator budgets, OITE funds, universities, foundations, or other non-NIH sources. When NIH funding is not provided, the Special Volunteer mechanism is generally used; in limited circumstances, the Guest Researcher mechanism may apply.

Collecting information is necessary to ensure appropriate authority, verify eligibility, administer financial support, maintain compliance with statutory requirements, and evaluate program effectiveness.

A2. Purpose and Use of the Information Collection

The purpose of this information collection is to support the NIH Intramural Research Program (NIH-IRP) by providing application forms that prospective trainees may provide information about their strengths to become an NIH-IRP trainee. Since the previous approval, the OITE has implemented many changes to coincide with changes in the NIH administration interests and NIH investigator needs.

- Restructuring of training programs to reflect emerging research areas
- Termination of training programs based on evolving NIH-IRP priorities

The type of information collected in each of the online forms is presented below:

- NIH Application Center (NIH-AC): Account creation, profiles, and applications (Attachment-01, Attachment-02, Attachment-03, Attachment-04)
- UGSP forms: Interview feedback, scholar management, and payback tracking (Attachment-05, Attachment-06, Attachment-07, Attachment-08)
- GPP forms: Interview feedback and award certification (Attachment-09, Attachment-10)
- FARE program form (NIH only): Attachment-11, Attachment-12
- OITE surveys: Community composition and training experience (Attachment-13, Attachment-14, Attachment-15)
- CMS forms: Information dissemination and event registration (Attachment-16, Attachment-17)

A3. Use of Information Technology and Burden Reduction

All OITE forms are web-based and accessible via: <https://www.training.nih.gov>.

Applicants can review detailed directions and frequently asked questions (FAQs) prior to submission, allowing sufficient time to prepare complete applications. Current trainees can use CMS account to register for events and access career development resources. These systems streamline the application process, improve efficiency and responsiveness, reduce applicant burden and costs (no application fees).

Privacy Impact Assessments (PIA) have been updated and submitted for the application database systems for the OITE training programs: Research & Training Opportunities (RTO; Attachment-19) and Content Management System (CMS; Attachment-19)

A4. Efforts to Identify Duplication and Use of Similar Information

Applicants must complete and submit the appropriate collection forms through the RTO (Research & Training Opportunities) or Content Management System (CMS) software programs, there are no duplicate sources available.

Although Graduate Partnerships Program (GPP) applicants may submit similar information to partnering universities, that data is considered proprietary and not accessible to NIH. Therefore, separate collection is required.

Event registration for trainees occurs through the CMS system, with no alternative mechanism available.

A5. Impact on Small Businesses or Other Small Entities

No small business or other small entities are affected by this information collection.

A6. Consequences of Collecting the Information Less Frequently

Without this collection, OITE would be unable to identify and select qualified trainees across educational levels. This would significantly impair NIH's ability to sustain its training pipeline. All collected information is maintained and disposed in accordance with federal Records Management guidelines.

A7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This collection is consistent with 5 CFR 1320.5 guidelines. Participation is voluntarily.

A8.1 Comments in Response to Federal Register Notice

Notification of this information collection was published in the Federal Register on April 30, 2026, in Volume 91, Number 83, Pages 23290-23291. Zero public comments were received during the 60-day notice period.

A8.2 Efforts to Consult Outside Agency

OITE regularly consults with the NIH Office of Human Resources, NIH Institutes and Centers, and academic partners. These consultations address:

- Recruitment strategies
- Application and interview process
- Degree requirements
- NIH-University partnerships
- Trainee support and stipends
- Community development
- Program monitoring and feedback

A9. Explanation of Any Payment or Gift to Respondents

No payments or gifts are provided for completing applications. However, trainees may receive stipends, benefits, or tuition support depending on eligibility and program participation.

Students matriculating into the NIH-IRP may receive a stipend, health benefits, and tuition based on eligibility regulations and outside support. For select OITE programs, financial support is renewable annually up to 5-years based on factors such as citizenship, research progress, etc. All trainees are supported by NIH investigators' budgets, Institute-Center budgets, university contributions, and/or other sources. First-year graduate students enrolled in institutional partnerships are supported by the GPP through pooled funds collected from Institute-Center donations; the NIH mentor for dissertation research supports subsequent years. The UGSP provides scholarship funding up to \$20,000.00 for reasonable educational expenses, while selected UGSP Scholars are at their respective universities. When scholars return for their payback, the UGSP provides the salary and benefits for students returning without a terminal degree. For those returning with a terminal degree to conduct their payback, the UGSP provides half of the salary and benefits. Winners of the FARE competition for NIH trainees receive a travel award in addition to their current financial support.

A10. Assurance of Confidentiality Provided to Respondents

Access to collected information is restricted to authorized NIH personnel involved in program administration, financial processing, and approvals. Systems use secure authentication methods, including Single Sign-On (SSO) and Multi-Factor Authentication (MFA) for applicants, references, and NIH personnel.

Data is protected under the Privacy Act and maintained in accordance with the following records system numbers:

- OPM/GOVT-1 – General Personnel Records
- OPM/GOVT-5 – Recruiting, Examining, and Placement Records
- 09-25-0014 – Clinical Research: Student Records
- 09-90-0020 – Suitability for Employment Records
- 09-25-0108 – Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti
- 09-25-0140 – International Scientific Researchers in Intramural Laboratories
- 09-25-0158 – Administration Records of Applicants and Awardees of the Intramural Research Training Awards Program
- 09-25-0165 – Office of Loan Repayment and Scholarship (OLRS)

Research & Training Opportunities (RTO) and Content Management System (CMS) are managed using secure infrastructure within the NIH firewall or approved cloud environments, with appropriate safeguards for data storage and access.

A11. Justification for Sensitive Questions

OITE applications do not contain sensitive questions as described in the Points to Consider in A.11. These applications do collect Personally Identifiable Information (PII), including name, contact information, education, financial aid, employment history, etc.

Information about whether an applicant has a relative at the NIH is collected to ensure compliance with the NIH Nepotism Chapter 2300-310-1 (see <https://policymanual.nih.gov/2300-310-1>).

Current NIH trainees completing the onboarding, offboarding, and exit surveys are asked to respond to sensitive questions, such as age, assistance programs, sex, marital status, race, etc. NIH trainees may select 'prefer not to answer' to acknowledge the question but provide no details.

A12. Estimates of Hour Burden Including Annualized Hourly Costs

The estimated time to complete a collection form is based on the number and configuration of questions. The burden times for the collection forms range from 1-minute to 45-minutes (see Table 12A-1) for each response.

Table A12-1. Estimated Annualized Burden Hours

##	TYPE	Number of Respondents	Number of Responses Annually Per Respondent	Average Time / Response (hours)	Total Annual Burden Hours
1	NIH-AC Account	2,250	1	1 / 60	38
2	NIH-AC Applications	10,000	1	45 / 60	7,500
3	NIH-AC Reference Letters	25,000	1	10 / 60	4,167
4	NIH-AC Financial Need	150	1	10 / 60	25
5	UGSP Interview Experience Survey	30	1	10 / 60	5
6	UGSP Contract	25	1	10 / 60	4
7	UGSP Payback Evaluation	40	1	10 / 60	7
8	UGSP Deferment Form	50	1	10 / 60	8
9	GPP Interview Experience Survey	90	1	10 / 60	15
10	GPP Awards Certificate	75	1	3 / 60	4
11	FARE Application	950	1	10 / 60	158
12	FARE Judge Registration	375	1	3 / 60	19
13	Trainee Onboarding Survey	1,300	1	10 / 60	217
14	Trainee Offboarding Survey	1,300	1	10 / 60	217
15	Trainee Feedback Survey	2,000	1	20 / 60	667
16	OITE Website Accounts	5,200	1	3 / 60	260
17	Event Registrations	20,000	1	3 / 60	1,000
	Totals		68,835		14,311

Table A12-2. Annualized Cost to Respondents:

The following table indicates the annualized cost to respondents.

##	TYPE	Total Annual Burden Hours	Hourly Wage	Burden Cost
1	NIH-AC Account	38	25.36	964
2	NIH-AC Applications	7,500	25.36	190,190
3	NIH-AC Reference Letters	4,167	70.15	292,311
4	NIH-AC Financial Need	25	24.27	607
5	UGSP Interview Experience Survey	5	20.05	100
6	UGSP Contract	4	25.29	101
7	UGSP Payback Evaluation	7	70.15	491
8	UGSP Deferment Form	8	25.29	202
9	GPP Interview Experience Survey	15	22.16	332
10	GPP Awards Certificate	4	28.51	114
11	FARE Application	158	40.04	6,326
12	FARE Judge Registration	19	40.04	761
13	Trainee Onboarding Survey	217	26.57	5,765
14	Trainee Offboarding Survey	217	40.43	8,773
15	Trainee Feedback Survey	667	36.82	24,559
16	OITE Website Accounts	260	31.82	8,273
17	Event Registrations	1,000	31.82	31,820
	Totals	14,311	n/a	571,689

Hourly wage rates for trainees, federal employees, and public:

~ NIH Trainee Stipends - <https://www.training.nih.gov/stipends/>

~ Federal GS Schedule - <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/DCB.pdf>

~ Department of Labor - Life, Physical, and Social Science Occupations (19-0000) - <https://data.bls.gov/oesprofile>

~ Department of Labor - Credit Counselors (13-2071) - <https://data.bls.gov/oesprofile>

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

Over the last decade, the OITE has used online application systems to collect and process information from prospective trainees applying to NIH-IRP training programs and special events. Over time, these systems have been integrated and enhanced to reflect changes in the trainee landscape and evolving administration needs. Currently, OITE maintains two contracts supporting these efforts: Research & Training Opportunities (RTO) and Content Management System (CMS). A summary of contract costs, federal staffing, and contractor support is provided in the table below. The annual cost of the OITE systems is \$847,611.

Table A14-1. Cost to the Federal Government

Cost Descriptions	Grade / Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Directors	G15-S10	197,200	6		1,972
Program Analysts (primary)	G13-S10	158,322	10		15,832
Program Analysts (secondary)	G13-S10	158,322	12		18,999
Contractor Cost					
Contractors (primary)		158,322	30	~	47,497
Contractors (secondary)		158,322	24	~	37,997
Software - RTO Contract		~	~	~	405,314
Software - CMS Contract		~	~	~	300,000
Software - LMS Contract		~	~	~	20,000
Travel					0
Other Cost					0
Total					847,611

Federal GS Schedule - <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/DCB.pdf>

Time working in IT software: Directors – 1%; Program Analysts (primary) – 10%; Program Analysts (secondary) – 4%; Contractors (primary) – 10%; Contractors (secondary) – 4%. Reported percent effort is the addition of all personnel in those categories.

A15. Explanation for Program Changes or Adjustments

OITE currently uses OMB Number 0925-0299 to support the collection of information for NIH Intramural Research Program (NIH-IRP) training activities and special events. Over the past last three years, programmatic changes have led to updates in the estimated respondent burden hours, as summarized below.

Modifications increasing respondent burden:

- Increase in the number of applications submitted
- Corresponding increase in required recommendation letters
- Implementation of universal application template, increasing time estimates
- Expansion of events for NIH trainees, NIH personnel, and the public
- Addition of surveys assessing trainee experience, onboarding, and offboarding
- Increased financial burden due to higher stipend values

Modifications decreasing respondent burden:

- Discontinuation of select specialty programs
- Elimination of surveys no longer in use

These additions have results in a net increase of 1,487 hours.

Table A15-1. Change in Burden Hours

OMB Clearance Year	Burden Hours
Current Submission	14,311
Previous Submission (Exp Date Mar 2027)	12,824
Difference (Current – Previous)	1,487

A16. Plans for Tabulation and Publication and Project Time Schedule

Information collected through these forms are used to support annual program assessments and more comprehensive feedback of OITE services. On occasion, OITE may publish aggregated data to promote program transparency.

Federal regulations for the protection of human subjects do not apply to this activity.

Table A16-1. Project Time Schedule: Application Opening and Closing Dates

Form	Type of Respondent	Dates
1, 2, 3, 4	Undergraduate Scholarship Program - Application	Jan-May
11	Fellows Award for Research Excellence	Feb-Mar
9	Graduate Partnerships Program - Interview Experience	Apr-May
5	Undergraduate Scholarship Program - Interview Experience	May-Jun
1, 2, 3	Undergraduate Scholarship Program - Renewal Application	Jun-Aug
8	Undergraduate Scholarship Program - Deferment Form	Jun-Sep
6	Undergraduate Scholarship Program - Scholar Contract	Jul-Aug
1, 2, 3	Graduate Partnerships Program - Application	Jun-Dec
1, 2, 3	Undergraduate Scholarship Program - Payback Application	Nov-Dec
1, 2, 3	Summer Internship Program - Main Programs	Oct-Feb
1, 2, 3	Summer Internship Program - Specialty Programs	Oct-Feb
1, 2, 3	Postbaccalaureate Program - Application	All Year
1, 2, 3	Academic Internship Program - Application	All Year
1, 2, 3	Graduate Partnerships Program - Registration	All Year
7	Undergraduate Scholarship Program - Scholar Payback Feedback	All Year
10	Graduate Partnerships Program - Awards Certificate	All Year
12	Trainee Onboarding Survey	All Year
13	Trainee Offboarding Survey	All Year
14	Trainee Feedback Survey	All Year
15	OITE Website Accounts	All Year
16	Event Registrations	All Year

A17. Reason(s) Display of OMB Expiration Date Is Inappropriate

The OITE will display the OMB Clearance Number, Expiration Data, and Burden Disclosure Statements on the collection forms.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the Certification for Paperwork Reduction Act Submissions.