



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

DATE: July 28, 2026

TO: Thomas Burklow, M.D.
Office of the Director NIH
Clinical Center (CC)

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: Application Process for Clinical Research Training and Medical Education at the Clinical Center

I have reviewed the request for a revision of an Office of Management and Budget (OMB) approval under the Paperwork Reduction Act which proposes to allow on-going assessment of the eligibility and qualifications of candidates applying for participation in clinical research training programs provided by the Office of Clinical Research Training and Medical Education (OCRTME) located in the NIH Clinical Center (CC) over a ten year follow-up period.

The primary objective of the information collection is as an application process is to allow OCRTME to evaluate applicants' qualifications to determine applicants' eligibility for training programs managed by the office. Applicants must provide the required information requested in the respective applications to be considered a candidate for participation. Information submitted by candidates for training programs is reviewed initially by OCRTME administrative staff to establish eligibility for participation. Eligible candidates are then referred to the designated training program director or training program selection committee for review and decisions regarding acceptance for participation. NIH requires certain eligibility documents including but not limited to immunization status, disability status, program agreements, and to ensure eligibility of applicants. Additionally, proof of citizenship is needed to ensure compliance with federal government requirements related to specific "countries of particular concern". This collection collects these materials in a seamless and secure manner from selected applicants. A secondary objective of the application process is to track enrollment in courses and training programs over time.

I have determined that the Privacy Act will apply to this information collection request and is covered by NIH Privacy Act System of Records 09-25-0014, "*Clinical Research: Student Records, HHS/NIH/OD/OIR/OE.*"

If you have any questions, please contact me at (301) 402-6469.

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NIH Privacy Act Officer