



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

DATE: September 11, 2023

TO: Diane Kreinbrink
National Cancer Institute, Office of Management Policy and Compliance

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: Generic Clearance for Application Information for Fellowship, Internships, Training Programs, and Specialty Positions (National Cancer Institute)

I have reviewed the NCI submission for OMB to approve the request for Generic Clearance for Application Information for Fellowship, Internships, Training Programs, and Specialty Positions. This generic clearance will permit the National Cancer Institute (NCI) to more efficiently collect applications and related documentation so that potential candidates may directly apply to a program of their choice. It is important to ensure that NCI's applications are targeted and streamlined, and work in conjunction with the research efforts of both the intramural and extramural scientists.

I determined that the Privacy Act will apply to these data requests which include the collection of personal information, citizenship information, educational history, research interests, employment history and experience. In addition to an application, a cover letter, resume, CV, transcript, work and/or writing samples, personal statement, diversity statement, tax forms and contact information for references may be requested.

Prospective candidates can complete an application online or through fillable PDFs (or Word documents) and submit by email. Information collected is only made available through encrypted emails or folders with restricted access to NIH account holders who are NCI or NIH scientific and program officials who recommend or approve fellowship awards and to administrative, human resources, and financial officials who prepare the necessary documentation to arrange for stipend payments.

This data collection is covered by the following NIH Privacy Act Systems of Records:

- 09-25-0014, "Clinical Research: Student Records."
- 09-25-0158, "Administration: Records of Applicants and Awardees of the NIH Intramural Research training Awards Programs"

If you have any questions, please contact my office at (301) 402-6201.

Dustin Close

Enclosure