

US Department of Health and Human Services

Privacy Impact Assessment

Date Signed:

01/14/2026

OPDIV:

NIH

Name:

NIMHD GSS: Health Disparities Research Institute (HDRI)

PIA Unique Identifier:

P-3895861-364969

The subject of this PIA is which of the following?

Electronic Information Collection

Identify the Enterprise Performance Lifecycle Phase of the system.

Operations and Maintenance

Is this a FISMA-Reportable system?

No

Does the system include a Website or online application available to and for the use of the general public?

Yes

Identify the operator.

Agency

Is this a new or existing system?

Existing

Does the system have Security Authorization (SA)?

Yes

Indicate the following reason(s) for updating this PIA.

PIA Validation

Describe in further detail any changes to the system that have occurred since the last PIA.

This validation is intended to refresh the content of the National Institute on Minority Health and Health Disparities (NIMHD) Health Disparities Research Institute (HDRI) application and assessment templates/forms. Data is no longer shared with CareerTrac.

Describe the purpose of the system.

The National Institute on Minority Health and Health Disparities (NIMHD) Health Disparities Research Institute (HDRI) supports the research development of promising minority health and health disparities research scientists early in their careers and stimulates research in the disciplines supported by health disparities science.

The program includes lectures, mock grant reviews, seminars, and small group discussions on research relevant to minority health and health disparities as well as sessions with NIH scientific staff engaged in related health disparities research across the various NIH Institutes, Centers and Offices

(ICOs). Lectures and seminars include the factors influencing health disparities, methods and measurement, intervention and implementation research.

HDRI also provides aggregate statistical demographic information for the National Advisory Council on Minority Health and Health Disparities (NACMHD) Director's report.

Describe the type of information the system will collect, maintain (store), or share.

HDRI collects, maintains, and shares the following information:

Login Type (Google or electronic Research Administration (eRA) Common) Login Name

Login Email

Application Identification (ID) Fiscal Year
Name

Demographics (Sex, race and ethnicity, disability) Employment information (Position, Professional Title, Organization/Academic Institution, Department/Division)

Degrees/Credentials

Application Information (NIH Biographical sketch/profile, Personal Statement, Specific Aims Page (The Aims page serves as a concept sheet with scientific focus, hypotheses, and key elements of the approach.), Letter(s) of Reference, including name, professional title, institution, Early-Stage Investigator Status, Grant Submission Status

State of residence Daytime Phone

Primary and Secondary Email Address eRA Commons ID

NIMHD Division of Scientific Programs

Those requiring administrative access to this system log in using the NIH Identity, Credential, and Access Management (IAM) Services which maintains its own unique privacy impact assessment (PIA) on record, with all legal authorities documented. The purpose of IAM Services 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 Services collects unique user credentials and stores them in an encrypted format. The IAM Service is an essential service which facilitates and governs network access to various resources.

Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.

HDRI provides the functionality and processes used to determine the eligibility of applicants for NIMHD sponsored lectures, mock grant reviews, seminars, and small group discussions on research relevant to the science of minority health and health disparities. It also provides the platform to disseminate minority health and health disparities research and scientific information to NIH staff, applicants seeking acceptance into a training cohort, cohort participants, and other interested parties.

The information collected includes:

Login Type (Google or eRA Common) Login Name

Login Email Application ID Fiscal Year Name

Demographics

Employment information

Degrees/Credentials State of residence Daytime Phone

Primary and Secondary Email Address eRA Commons ID

NIMHD Division of Scientific Programs

Application Information

The HDRI collects the source of application. This contains information about how the applicant found out about the course. The HDRI administrators perform due diligence to redact PII that may be

submitted in this field as the HDRI does not directly solicit PII in this question.

Those requiring administrative access to this system log in using the NIH IAM Services which maintains its own unique PIA on record, with all legal authorities documented.

Does the system collect, maintain, use or share PII?

Yes

Indicate the type of PII that the system will collect or maintain.

Name

E-Mail Address

Phone Numbers

Certificates

Employment Status

Demographics, Application ID, Fiscal Year, Login name/email and type, State of residence

Application Information , Employment information, eRA Commons ID

Indicate the categories of individuals about whom PII is collected, maintained or shared.

Public Citizens

Business Partner/Contacts (Federal/state/local agencies)

Collaborators and researchers from private sector organizations

How many individuals' PII is in the system?

500-4,999

For what primary purpose is the PII used?

The primary use of the PII is to determine applicant eligibility for cohort participation in NIMHD sponsored research training programs.

Describe the secondary uses for which the PII will be used.

The secondary use of the data and information is to provide statistical demographic information used for the NACMHD Director's report.

PII is also used for assessment of return on investment, and tracking career development.

Identify legal authorities governing information use and disclosure specific to the system and program.

(42 U.S.C. 203, 241, 289I-1 and 44 U.S.C. 3101), and Section 301 and 493 of the Public Health Service Act.

Are records on the system retrieved by one or more PII data elements?

Yes

Identify the number and title of the Privacy Act System of Records Notice (SORN) that is being use to cover the system or identify if a SORN is being developed.

09-25-0225 NIH Electronic Research Administration (eRA)

09-25-0156 Records of Participants in Programs and Respondents in Surveys Used to Evaluate

09-25-0108 Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti

Identify the sources of PII in the system.

Directly from an individual about whom the information pertains

In-Person

Online

Identify the OMB information collection approval number and expiration date

OMB Number 0925-0740

Expiration Date: 09/30/2025

Public

Private Sector

Is the PII shared with other organizations?

Yes

Identify with whom the PII is shared or disclosed and for what purpose.

Describe any agreements in place that authorizes the information sharing or disclosure.

There is a Memorandum of Understanding (MOU), which involves the ongoing operation and management of the NIMHD HDRI system. The MOU is between NIMHD and the Center for Information Technology (CIT), Business Application Services (BAS).

Describe the procedures for accounting for disclosures.

Not applicable. PII that is attributed to an individual person is not disclosed. Statistical demographic information such as the sex, race, ethnicity, disability, socio-economic status, degree, positions/titles, and state of HDRI cohort participants, is used for the National Advisory Council on Minority Health and Health Disparities (NACMHD) Director's report. Demographic data and information are extracted from the PII, aggregated, and disassociated from any specific individual.

Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.

Applicants are notified at the time they choose to submit information and apply. Notification is provided under the Privacy and Disclaimer Policy link on the NIMHD HDRI website.

Is the submission of PII by individuals voluntary or mandatory?

Voluntary

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.

All information is voluntary. Refusal to provide the required personal information would render the investigator/researcher ineligible for participating in the HDRI training opportunities.

Process to notify and obtain consent from individuals whose PII is in the system when major changes occur to the system.

If there are changes to the system, NIMHD staff would post on the webpage to notify all individuals about administrative, technical or operational changes to the systems.

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.

There is a "Contact Us" link on the NIMHD web pages and/or individuals can contact the NIMHD Privacy Office or the NIH Senior Official for Privacy at Privacy@nih.gov.

Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy.

Periodic reviews are handled in accordance with NIH Records Retention policies and the applicable research protocols. In most cases, a review is required annually in accordance with NIH Intramural Research Program policies. User credentials are archived each year when there is a new cohort. Once there is a new cohort, the previously collected PII data is archived and disposed of in accordance with NIH Records Retention policies.

Identify who will have access to the PII in the system and the reason why they require access.

Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.

All administrative and development staff will sign and comply with the system administrator rules of behavior to ensure HHS and NIH operational policies are followed regarding administrator privileges and technical use for systems/applications.

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.

When PII is collected, it is the minimal information needed in accordance with HHS and NIH Least Privilege policies. This means if staff (employees and direct contractors) have access to PII, it will be only minimally sensitive, the least PII needed, and will be used only in accordance with HHS and NIH security and privacy policies.

Access to PII is assigned to personnel based upon current job responsibilities. An IAM account login is required to gain access to the stored PII data.

Identify training and awareness provided to personnel (system owners, 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.

According to NIH policy, all personnel who manage or operate NIH applications must successfully complete annual security awareness training. Training is completed on the <http://irtsectraining.nih.gov> site with valid NIH credentials.

Administrators and Privileged Users require additional training specific to their roles and responsibilities.

Describe training system users receive (above and beyond general security and privacy awareness training).

Users requesting remote access are required to take specialized annual training courses to include Securing Remote Computers and complete a Remote Access User Certification Agreement

Users requesting administrative rights are required to complete Systems Administrator Training.

There are also role-based training requirements for staff designated as having "Significant IT Security Responsibilities."

Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?

Yes

Describe the process and guidelines in place with regard to the retention and destruction of PII.

Records are retained and disposed of under the authority of the NIH Records Retention Schedule.

Item 06-605 Mission Related Training Course

Records include training materials designed for use in training activities related to the mission of NIH and its programs. Records include working files generated during the training development phase, training course plans, instructional materials, manuals, training aids, skill assessments, and training participation evaluations and rosters. This schedule excludes non-mission employee training program records, which are scheduled under the General Records Schedule 2.6: Employee Training Records.

Disposition: Cut off at end of the fiscal year in which the course material is superseded or becomes obsolete. Destroy 5 years after cutoff. Longer retention is authorized if required business use. DAA-0443-2019-0005-0008

Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.

Per the Federal Information Processing Standard 199 (FIPS 199), HDRI information is secured in accordance with a system classified as Federal Information Security Modernization Act (FISMA) Moderate. The security controls are specified in an up-to-date security plan. This plan restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training.

Administrative controls - Management oversight of activities, security awareness and training for users of the system, conduct disaster recovery exercises, separation of duties for personnel administering the system, isolating development test instances of the system.

Technical controls - User authentication (login) and logical access controls, anti-virus software, fire walls, role-based access through application. The database is behind a fire wall, with no direct access from outside the network.

Physical controls - Server housed in secure facility, climate control, fire alarm, fire extinguishers and Uninterrupted Power Supply (UPS) for servers.

Identify the publicly-available URL:

<https://www.nimhd.nih.gov/training-careers/extramural/health-disparities-research-institute>

(The registration site is only available during the application period).

Note: web address is a hyperlink.

Does the website have a posted privacy notice?

Yes

Is the privacy policy available in a machine-readable format?

Yes

Does the website use web measurement and customization technology?

Yes

Select the type of website measurement and customization technologies is in use and if it is used to collect PII.

Does the website have any information or pages directed at children under the age of thirteen?

No

Does the website contain links to non- federal government websites external to HHS?

Yes

Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?

Yes