NATIONAL INSTITUTES OF HEALTH
LOAN REPAYMENT PROGRAMS

Online Application System Instruction Guide
For Extramural Applicants

For the application cycle opening on September 1, 2020

ATTENTION: IMPORTANT UPDATES FOR 2020-2021

There are important updates to the National Institutes of Health (NIH) Loan Repayment Programs (LRPs) Online Application System (OAS). Please read the notes below carefully.

APPLICATION DEADLINE IS ON NOVEMBER 20, 2020

This year the application deadline will fall on Friday, November 20, 2020 rather than the typical November 15 deadline. We recommend that applicants submit their application ahead of the deadline and be aware that their colleague support must be submitted by the deadline as well. Applicants should complete the Colleague Information section of the application at least two weeks before the deadline to give their referees, mentor, and Institutional Business Officer time to submit supporting documents by the deadline.

IMPORTANT NOTICE

LRP awardees are prohibited from receiving any salary support or participate in the conduct of a research study that receives funding support from a for-profit source during their LRP contract. Support includes compensation such as salary or direct/indirect research support (including funding and services). Receiving for-profit support or participation in research studies that receive funding support from for-profit sources is a violation of the LRP contract which may result in the termination of an LRP award with penalties.

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PRE-APPLICATION CHECKLIST FOR EXTRAMURAL APPLICANTS

The NIH Loan Repayment Programs (LRPs) employs an Online Application System (OAS) to facilitate the electronic submission of your LRP application. The OAS is divided into ten sections and collects information that will allow NIH staff to determine an application's overall eligibility and suitability for an LRP award. The application site opens on September 1 each year. You are **strongly encouraged to review and complete the checklist below prior to starting your application**. Doing so will greatly streamline the application process and allow you to make a timely submission.

- ☐ If you do not have one already, **obtain an NIH Commons ID**.
- ☐ Read all **eligibility information** and ensure that you qualify for the NIH LRPs.
- ☐ Read the **program information** for each of the five subcategories of the Extramural LRP and determine which one best matches your research.
- ☐ Read the **Institute & Center (IC) Mission & Priorities** statements and **contact the listed program officer** to discuss your research and suitability for the NIH LRPs. Select 1-2 ICs that best match with your research interests.
- ☐ Talk to your **Mentor/Research Supervisor** about your LRP application. Mentors will be asked to submit a reference letter. Should you receive an award, Research Supervisors will be asked to verify your quarterly service obligation.
- ☐ Identify your **Referees**. Contact a **minimum of 3, but no more than 5 individuals,** and request them to submit a reference letter on your behalf. If you have a mentor, he/she is required to be one of your referees.
- ☐ Identify and contact a **Business Official** at your Institution. Business officials are authorized to certify your protected research time and certify your status as a U.S. citizen.
- ☐ **Draft your Research Documents**. Detailed explanations of the documents you will submit as part of your application can be found on pages 13–17 of the Instruction Guide.
- ☐ When the LRP OAS opens on **September 1**, log on, complete, and **submit your LRP Application prior to November 20**. Track the status of your submissions throughout the application cycle by visiting your Application Status tab inside of the OAS portal.

Following the steps listed above will ensure that your application is complete, thorough, and competitive. If you have questions about your LRP application, please contact the LRP Information Center at 866-849-4047 or by email at lrp@nih.gov, Monday through Friday from 9:00 AM to 5:00 PM, EST.

GENERAL

This guide will provide detailed instructions, information, and assistance as you complete your LRP application. While much of the information contained in this guide is applicable to Extramural LRP applicants, it will also be helpful to Intramural LRP applicants. There are significant differences between the Extramural and Intramural programs. Thus, applicants are encouraged to thoroughly read our website (www.lrp.nih.gov) for specific information regarding specific programs, eligibility requirements, the application process, and the application deadlines for each program.

The LRP application opens on September 1 and applications are accepted for the Extramural LRP until November 20. Deadlines for the Intramural LRP can vary by subcategory.

ELIGIBILITY

It is your responsibility, as the applicant, to read and understand the eligibility requirements prior to starting an LRP application.

Award Type:
Select **"New"** if you meet at least one of the following conditions:
- You have never received an LRP award before;
- You have previously received an LRP award, but the end date of your last LRP contract will exceed 37 months from the start date of your next anticipated LRP contact; or

Select **"Renewal"** if you meet both of the following conditions:
- You have received an LRP award in the past and the end date is less than 37 months from the start date of your next anticipated LRP contract; and
- You are remaining in the same LRP (Extramural or Intramural)

Extramural or Intramural Loan Repayment Program:
Select Extramural if you are a researcher employed outside of the NIH and are supported by grant funding from a domestic, nonprofit organization. Select Intramural if you are a researcher employed by the NIH.

Loan Repayment Program:
Select one LRP subcategory from the drop-down list.

Award Length:
Extramural LRP awards are expected to begin on July 1 following the application deadline. Applicable to individuals applying to the Extramural LRP:
- All new awards are two years in length
- If you are applying for a renewal award, you may choose either a one- or two-year award. The NIH Institute or Center (IC) to which your application is assigned will make the final determination on the length of your award

Preferred IC for Review of Your Application (Extramural Only):

Select one NIH Institute or Center (IC) from the drop-down list. Your selection is a preference only, as your application may be assigned to another IC. Applications for certain LRPs require that the application be assigned to specific ICs as follows:

- Applications to the Clinical Research LRP for Individuals from Disadvantaged Backgrounds are assigned to the National Institute on Minority Health and Health Disparities (NIMHD)
- Applications to the Contraception and Infertility Research LRP are assigned to the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)

Secondary IC for Review of Your Application (Extramural Only):

You may select one additional NIH IC for secondary review assignment from the drop-down list. Your selection is a preference only, as your application may be assigned to another IC.

No secondary assignments can be selected for applications to the Clinical Research LRP for Individuals from Disadvantaged Backgrounds or Contraception and Infertility Research LRP.

Not Preferred IC for Review of Your Application (Extramural Only):

You may select one NIH IC to which you do not wish your application to be assigned for review. Your selection is a preference only.

This option does not appear for applications to the Clinical Research LRP for Individuals from Disadvantaged Backgrounds or Contraception and Infertility Research LRP.

Mentored Research Scientist or Independent Investigator:

Select **"Mentored Researcher",** if one or more of the items listed below apply to you:

- Receives early stage awards, training awards, or funding that lists a mentor or supervisor;
- The applicant's research is partially funded by another investigator's grant(s);
- The applicant's research is conducted entirely in another investigator's assigned space;
- The applicant is not allowed to apply as the PD/PI of an NIH research grant (e.g., R01, a subproject leader on a Program Project (P01) or Center Grant (P50));
- The applicant lacks other rights and privileges of faculty, such as attendance at faculty meetings; and/or
- The applicant is receiving support and protected time from a fellowship or career development award.

Select **"Independent Researcher"**, if one or more of the items listed below apply to you:

- The applicant is eligible to apply for independent research funding as the PD/PI of a Federal or non-Federal research grant.
- The applicant has a full-time faculty position;
- The applicant received a start-up package for support of his/her independent research;
- The applicant has research space dedicated to his/her own research;
- The applicant may be the responsible supervisor for graduate students, and/or hire technical support or postdoctoral fellows; and/or

Note: You are strongly encouraged to consult with their research institution, as well as the appropriate

NIH Institute/Center LRP Liaison to determine which category best describes their status.

Eligibility Questions:

Answer all questions in the '*Eligibility*' tab by selecting either 'Yes' or 'No' in the corresponding buttons before clicking the submit button. Completing this section is not a guarantee of eligibility. Additionally, the NIH LRP application process is competitive, and submission of an application is not a guarantee of an award.

APPLICATION STATUS

Once you have completed the '*Eligibility*' tab, you will be directed to the '*Application Status*' tab of your application. The NIH Division of Loan Repayment (DLR) uses this tab to communicate important information about your application and provide you with an easy means to track the status of your application and submissions from your colleagues. Once you have familiarized yourself with this screen, proceed by clicking on the '*Personal Information*' tab at the top.

PERSONAL INFORMATION

The NIH DLR collects personal information for important administrative purposes. Additional information, such as gender, race, ethnicity, and disability status are also collected here.

Name:

Enter your current legal first, middle (optional) and last name as it appears on your U.S. Passport, driver's license, or state issued identification. The name you enter here will be used to validate your electronic signatures before you submit your application.

Other/Maiden Name:

Enter a secondary name such as a maiden name or another name used professionally.

Email:

Enter your work email address. Your work email address is the primary address used by NIH DLR to communicate with you throughout the application process. Avoid using a personal email address (such as Gmail, Yahoo, Hotmail, etc.) in this space.

Confirm Email:

For validation purposes, you are required to re-enter your work email address.

Other Email:

Enter your personal email address. We require a second email address in case you leave your research institution and we need to send important information (e.g., tax forms) after that transition.

U.S. /Non-U.S.:

Select the appropriate button to indicate whether your primary mailing address is U.S. or foreign.

Home Address Line 1:

Enter your street address.

Home Address Line 2:

Enter apartment, suite, or condo number or other additional mailing information.

City:

Enter your mailing address city.

State:

Select your mailing address state from the drop-down list.

Zip Code:

Enter your mailing address zip code.

Work Phone:

Enter your work phone number.

Ext.:

Enter your work phone extension, if applicable.

Primary Phone Number:

From the drop-down list, indicate which phone number the NIH DLR should use to reach you.

Home Phone:

Enter your home phone number.

Cell Phone:

Enter your cell phone number.

SSN:

Enter your Social Security Number.

Confirm SSN:

Reenter your Social Security Number.

Date of Birth:

Enter your date of birth.

Confirm Date of Birth:

Reenter your date of birth.

NIH Commons ID:

Enter your NIH Commons ID number. **An NIH Commons ID is required to submit your LRP application**. For more information and to register for a Commons ID number, visit https://public.era.nih.gov. Obtaining a Commons ID may take several weeks; however, you may continue to work on your application while you are in the process of obtaining an NIH Commons ID.

Confirm NIH Commons ID:

Reenter your NIH Commons ID.

Gender:

Select the appropriate radio button.

Race:

Select the appropriate checkbox(es). You may select more than one.

Ethnicity:

Select the appropriate radio button.

Disability Status:

Select the appropriate radio button.

How did you learn about the LRP?

Select applicable checkbox (es) from the list. You may make multiple selections from the list. If you select more than one, you will be asked to select how you **initially** heard about the LRPs.

EMPLOYMENT AND AFFILIATION

Complete this section by entering information about your employer and your academic affiliation (if applicable). You must list the organization you will be conducting research during the LRP contract period, starting July 1. If there is a change in your employment after you submit your application, you may submit a change of institution (COI) during the application cycle up until January 31. Follow the instructions below.

EMPLOYMENT ORGANIZATION
Your employer/organization must be a domestic, nonprofit organization to meet NIH LRP eligibility requirements.

Employment Organization:

Select the appropriate radio button. See additional instructions below regarding your selection of either a university or hospital, clinic, or other type of organization.
State:

Select the U.S. state where the organization is located.

Zip Code:

Enter the zip code of the mailing address of the organization.

University:

From the drop-down list, select the university at which you are employed. If your university is not listed, select "other" and enter the name of the University in the free form box provided.

Campus/Subunit:

From the drop-down list, select the campus or other subunit for your University. If your university's campus/subunit is not listed, select "other" and enter the name of the Campus/Subunit in the free form box provided.

College/School:

From the drop-down list, select the college or school for your university. If your university's college/school is not listed, select "other" and enter the name of the College/School in the free form box provided.

Hospital, Clinic, or Other Type of Organization:

From the drop-down list, select the hospital, clinic, or other type of organization at which you are employed. If your employer is not listed, select "other" and enter the name of your employer in the free form box provided.

Department:

Enter your department name.

Additional Information:

In the free form box, you may enter any additional information about your specific place of employment such as a center, division, or branch.

Position Title:

Select your title from the drop-down list. If you do not see your title among the choices provided, select "Other," and enter your position title in the free form box.

Annual Salary:

Enter your current compensation. The amount entered will be confirmed with a business official at your organization.

Start Date:

Enter the month and year of the date your employment started (or will start) with your organization in the following format MM/YYYY.

ACADEMIC AFFILIATION

Individuals primarily employed by hospitals, clinics, or other nonprofit organizations will often also have an academic affiliation with a university or academic institution. If you hold an academic appointment in addition to being employed by a hospital, clinic, or other nonprofit organization, the details of that appointment should be entered in the space provided.

Checkbox on Academic Affiliation:

If you are employed by a university and your employer and your academic affiliation are the same, check this box. Otherwise, complete the section below.

State:

Select the U.S. state where your academic affiliation is located from the drop-down list.

Zip Code:

Enter the zip code of the mailing address of the academic affiliation.

University:

From the drop-down list, select the university at which you are employed. If your university is not listed, select "other" and enter the name of the University in the free form box provided.

Department:

Enter your academic affiliation's department name.

Additional Information:

In the free form box, you may enter any additional information about your academic affiliation such as a center, division, or branch.

Position Title:

Select your title with the academic affiliation from the drop-down list. If you do not see your title among the choices provided, select "Other," and enter your position title in the free form box.'

Start Date:

Enter the month and year of the date your employment started (or will start) with your organization in the following format MM/YYYY.

EDUCATION AND TRAINING

Provide information about your academic and training history, including conferred degrees and post-doctoral fellowships. Most LRPs require applicants to hold an M.D., Ph.D., or similar doctoral-level degree to qualify for an award. The Contraception and Infertility Research LRP also allows nurses, physician assistants, and similar professionals without a doctoral degree to apply. Thoroughly review the LRP website (www.lrp.nih.gov) for degree requirements for the LRP to which you are applying. If you do not currently hold a qualifying degree, but anticipate it to be conferred before the start of your LRP award, you may still be eligible to apply. In this case, enter your expected degree date in the appropriate field below.

EDUCATION AND TRAINING

You must enter at least one qualifying degree by clicking the "Add New Entry" button. Once you have entered your qualifying degree, you may enter as many additional degrees as you wish by clicking the "Add New Entry" button.

Education:

Select your degree from among the choices by clicking on the radio buttons.

Conferring Institution:

Enter the university or academic institution that conferred the degree. If you do not see the conferring institution listed, select "Other" and enter the institution's name in the free form box.

Year Degree Conferred:

From the drop-down list, select the year in which the degree was conferred or will be conferred. As noted, your degree must be awarded prior to the LRP award start date which is generally July 1 of the year following the year you applied.

Specialty:

Enter your area of specialty study, if applicable.

Subspecialty:

Enter your area of subspecialty study, if applicable.

RESIDENCY INFORMATION

If you have completed a residency, enter in the information by clicking the "Add Residency" button. You may enter more than one residency.

Conferring Institution:

Enter the university, academic institution, or organization where you completed your residency.

Start Date:

Enter the start date of your residency.

End Date:

Enter the end date of your residency.

Percent of Time Spent on Research:

Enter the amount of time you spent conducting research as a percentage, 0-100, as whole number.

Specialty:

Enter your area of specialty study.

Subspecialty:

Enter your area of subspecialty study, if applicable.

POST-DOCTORAL FELLOWSHIP

If you have completed a post-doctoral fellowship, enter the information by clicking the "Add New Entry" button. If you are currently in a fellowship, please enter the expected completion date. You may enter more than one fellowship.

Conferring Institution:

Enter the university, academic institution, or organization where you completed your fellowship.

Start Date:

Enter the start date of your fellowship.

End Date:

Enter the end date of your fellowship.

Percent of Time Spent on Research:

Enter in the amount of time you spent conducting research as a percentage, 0-100, as whole number.

Specialty:

Enter your area of specialty study.

Subspecialty:

Enter your area of subspecialty study, if applicable.

RESEARCH INFORMATION

The 'Research *Information'* tab of the LRP Application requires you to develop and submit several research-related documents as it relates to your LRP application. You are encouraged to read all instructions below, including formatting instructions, as it is your responsibility to comply with all stated page limits and format requirements.

FORMATTING INSTRUCTIONS

Citations:

We do not require a specific style citation format; most style guides include guidance for citations and all are acceptable. If your organization does not already have a standard, we recommend that you use SciENcv, a tool to prepare biosketches for NIH and other agencies, using a standard style adopted by the National Library of Medicine.

Filenames:

Save all document attachments with descriptive filenames, as follows:
- Use unique filenames for all attachments in the application
- Use any of the following characters: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at symbol, number sign, dollar sign, percent sign, plus sign, and equal sign
- Use one space (not two or more) between words or characters and do not include a space immediately before the .pdf extension
- Avoid the use of ampersand (&) since it requires special formatting (i.e., &amp)

File Size:

Ensure file size is greater than 0 bytes and less than 5MB - we cannot accept a 0 byte attachment.

Format:

A single-column letter formatted to an 8 ½" x 11" page. Provide at least one-half inch margins (top, bottom, left, and right) for all pages. Include applicant name, t it le s, and Headings (e.g., Significance, Innovation) within the text of your attachments. Do not include headers or footers.

Font (size, color, type density) and Line Spacing:

Legibility is of paramount importance. Adherence to font size, type density, line spacing, and text color requirements is necessary to ensure readability and fairness. Text in your attachments must follow these minimum requirements: 11 points or larger, single spaced, and in black only (smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when the page is viewed at 100%). Ideal fonts include: Arial, Garamond, Georgia, Helvetica, Times New Roman, and Verdana.

Grantsmanship:

Use English and avoid jargon. Spell out acronyms the first time they are used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Headers and Footers:

Unless specified in the instructions, do not include headers or footers in your attachments.

Section headings within the text of your attachments improve readability and are highly encouraged.

Hyperlinks and URLs:

Hyperlinks and URLs may not be used to provide additional information necessary to application review. Reviewers are not obligated to view linked sites.

Images:

Digital images of material such as electron micrographs or gels must only be included within the page limits of the Research Project/Activities attachment. The maximum size of images to be included should be approximately 1200 x 1500 pixels using 256 colors. Figures must be readable as printed on an 8 ½" x 11" page at normal (100%) scale.

Investigators must use image compression such as JPEG or PNG. Do not include figures or photographs as separate attachments in the Appendix or elsewhere in the application.

Page Limits:

Adhere to the stipulated character/page limits for each attachment included in your application. When completing and submitting your application, the system checks for application completeness but does not address page limit requirements. Such checks are completed by staff after application submission. You must comply with all documented page limits. Applications that exceed stipulated limits may be rejected.

Paper Size and Margins:

Use paper size no larger than *standard letter paper size (8 ½" x 11")*. Provide at least one-half inch margins (top, bottom, left, and right) for all pages. No applicant-supplied information can appear in the margins.

Scanning:

Avoid scanning text documents to produce the required PDFs. It is best to produce documents using your word-processing software and then convert the documents to PDF. Scanning paper documents may hamper automated processing of your application for agency analysis and reporting.

Security Features:

Our systems must be able to open and edit your attached documents to generate your assembled application image for agency processing and award consideration. **It is important that you disable ALL security features in your PDF documents. Do not encrypt or password-protect** your documents. Using these features to protect your documents prevents us from opening and processing them.

Single vs. Multi-Column Page Format:

A single-column page format easily adapts to various screen sizes and is highly encouraged. Multi-column formats, especially for information spanning multiple pages, can be problematic for online review.

RESEARCH INFORMATION AND ATTACHMENT INSTRUCTIONS

Include your name, date, and research document type (e.g., Personal Statement) at the top of the page. *Mentored Researchers* should develop research-related documents collaboratively with their research mentor. In prior years, mentors reviewed these documents in the Mentor Portal and certified to their accuracy. This year, mentors will not be required to review these documents in the Mentor Portal. Instead, NIH expects that your mentor is sufficiently knowledgeable about the final submitted documents for certification purposes. You should work closely with your mentor to produce these documents prior to submission.

Independent Researchers are expected to develop research-related documents without the assistance of a research mentor, though a third party may proofread these documents.

RESEARCH PROJECT/ACTIVITIES
Research Project Title:

Enter the title of your research project, using up to 200 characters.

Project Abstract:

In the space provided, please provide a summary or abstract of your research project, using up to 2,000 characters.

Upload Research Activities:

Page Limit: Eight (8) pages
Include your name, employer, title of research project, and date at the top of the first page of the document. Describe the research activities you will pursue over the course of the LRP award and your specific role and responsibilities. The plan should include: specific hypothesis/hypotheses and/or a list of the specific aims and/or objectives that will be pursue d; a description of the methods/approaches/techniques to be used for each aim, and an analytic plan to be used on the data generated by your approach. Literature citations, tables, graphs, and images such as micrographs or gels are included in the eight (8) page limit.

It is important to relate the research plan to your scientific career goals. Describe how the research, coupled with other developmental activities, will provide the experience, knowledge, and skills necessary to achieve the objectives of your career development plan.

Research Accomplishments (Renewal Applications Only):

Page Limit: Two (2) pages
Describe your research accomplishments as they occurred under your first LRP award and subsequent renewal awards (if any). If you experienced "time breaks" between LRP awards, the accomplishments statement should include research progress made during those time breaks. Your research accomplishments should emphasize the progress made toward the achievement of your specific aims as described in your research plan. Explain any significant changes to the specific aims and any new directions including changes to the specific aims that may have occurred during the LRP award(s) period.

Career Development Plan (Independent Researchers Only):

Page Limit: Two (2) pages
Describe your career development plan and explain how this plan will foster the development of your career in research. This description should include not only your research, but also other developmental activities, such as grant submissions, seminars, scientific meetings, training in the responsible conduct of research, presentations, etc.

Training and Mentoring Plan (Mentored Researchers Only):

Page Limit: Two (2) pages
Describe your research training program and mentoring plan and explain how this plan will foster the development of your research career. Provide a description of developmental activities, such as grant submissions, involvement in activities such as journal clubs, professional groups, conferences, or seminars, etc. Also, specify the types of training interactions, training mechanisms to be used, research methods and scientific techniques to be learned. Describe how your mentor will contribute to your training program and his/her prior experience as a mentor of other investigators. Additionally, the nature and extent of supervision should be discussed as they will occur during the award period. If another laboratory staff member will be involved in your mentoring program, provide his/her name, describe his/her degree of involvement.

Research Environment:

Page Limit: One (1) page

Describe your institution's scientific environment and how it will contribute to the probability of your success during your LRP award (e.g., institutional support, physical resources, intellectual rapport, availability of other experts, etc.). In describing the scientific environment in which the research will be conducted, discuss ways in which the research will benefit from unique features of the scientific environment and any useful collaborative arrangements.

Note for Mentored Researchers, also describe institutional investment in your success, e.g., resources for classes, travel, and training, etc. and financial support such as protected time for research with salary support.

NIH Biosketch:

Page Limit: Five (5) pages

Submit a non-fellowship biosketch in a specified NIH format. You may use [SciENcv](#) (discussed above) or the sample format on the [Biographical Sketch Format Page](#) to prepare your Biosketch. Your Biosketch should include a list of significant honors and grants.

Personal Statement:

Page Limit: One (1) page

Describe why you are a strong candidate for an LRP award and your potential to succeed as an independent researcher. Relevant factors may include: your previous research training and/or previous experimental work; your short and long-term academic and research objectives; any relevant academic/professional achievements or honors; any research project support awards; and any significant contributions to science.

COLLEAGUE INFORMATION

You should complete the Colleague Information section of the application at least two weeks before the submission deadline to give your referees, mentor, and Institutional Business Officer time to submit documents in support of your application by the deadline.

You must obtain **a minimum of three references letters, but no more than five** will be accepted. The NIH DLR **will not** contact your referees/recommenders to obtain reference letters. The process is as follows:

- Provide referees with your NIH LRP Application Tracking Code, which will be sent to you via email once you start an application
- Provide referees with the link to the reference letter submission page on the NIH LRP website: [https://www.lrp.nih.gov/referees-recommenders.](https://www.lrp.nih.gov/referees-recommenders) (Important: mentors must use a different portal to submit their reference letters, see note below)
- On the reference letter submission page, referees will see instructions on how to complete and submit their reference letter

Note for Mentored Researchers: Your mentor must serve as one of the three required referees. Your mentor will submit their reference letter via the [LRP Application Mentor Portal](#). Please advise your mentor that he/she will receive instructions via an email from DLR on how to complete the reference

letter process. All other referees must submit their reference letters through the NIH LRP website, https://www.lrp.nih.gov/referees-recommenders.

Note for Independent Researchers: Your referees must submit their reference letters through the NIH LRP website, https://www.lrp.nih.gov/referees-recommenders.

All referees will receive a confirmation email when they submit their reference letters. You will also receive a confirmation email each time a reference letter is submitted on your behalf. Within 48 hours of submission, you will be able to track any submitted reference letter on the Application Status tab in the OAS.

RESEARCH SUPERVISOR

Regardless of whether you are applying as a mentored researcher or an independent researcher, you must enter the name and contact information of a research supervisor. A research supervisor is someone who will perform the administrative function of confirming to NIH that you are meeting the terms and conditions of the LRP Contract on a quarterly basis.

Research Supervisor Name:

Enter the first, middle (optional), and last name of your research supervisor.

Research Supervisor Email:

Enter your research supervisor's email address.

Confirm Research Supervisor Email:

Re-enter your Research Supervisor's email address.

Research Supervisor Organization:

Enter the place of employment of your research supervisor.

Research Supervisor Position Title:

Enter your research supervisor's job title.

PRIMARY MENTOR (MENTORED RESEARCHERS ONLY)

(If you selected *Independent Researcher*, this section of the application will not be visible.) Mentored Researchers must identify a primary mentor. A mentor is an accomplished and trusted advisor who teaches or gives help and advice to a less experienced researcher. Often, an applicant's primary mentor and research supervisor are the same individual, though in some specific cases they are two different individuals. The individual you identify as your mentor will receive an email from the NIH LRPs with instructions on how to enter the Mentor's Portal. Inside the portal, your mentor submits a reference letter, and certifies your protected research time and research documents. Although some applicants have mentoring teams, you should identify a single individual who will serve as your primary mentor in this section.

Checkbox on Primary Mentor:

If your primary mentor and research supervisor are the same individual, check this box. Otherwise, leave this box unchecked and proceed to the below.

Primary Mentor Name:

If you are applying as a mentored researcher and your primary mentor is not your research supervisor, enter the first, middle (optional), and last name of your primary mentor.

Primary Mentor Email:

If applicable, enter your primary mentor's email address.

Confirm Primary Mentor Email:

Re-enter your primary mentor's email address.

Primary Mentor Organization:

Enter the place of employment of your mentor.

Primary Mentor Position Title:

Enter your mentor's job title.

Primary Mentor's Biosketch:

You must obtain a copy of your Mentor's Biosketch and upload here. The Biosketch must be in a specified NIH format.

Optional Additional Biosketch:

Some applicants have mentoring teams, a co-mentor, or a key recommender; you may upload the biosketch of this individual here. You may upload only one additional biosketch.

INSTITUTIONAL BUSINESS OFFICIAL (IBO)

This official will be asked to confirm and certify your salary, U.S. citizenship, and that you will have protected time to conduct your research for the length of your award. You must identify a signing official authorized by the organization where you work that will be able to perform this function (e.g., HR specialist, Department Head, etc.).

IBO Organization:

Select the name of your IBO's organization from the drop-down list.

Other:

If "Other" is selected above, enter the name of your IBO's organization in the free form box.

IBO Name:

Enter the first, middle (optional), and last name of your IBO.

IBO Email Address:

Enter your IBO's email address.

Confirm IBO Email Address:

Re-enter your IBO's email address.

LOAN INFORMATION (NEW APPLICANTS ONLY)

New applicants must list their educational loans in this section. It is important to note that not all educational loans are eligible for repayment by the NIH LRPs. For example, foreign loans are not eligible for repayment. Please refer to the LRP website for specific information regarding loan eligibility. If you enter a loan in this section that is ineligible, it will be removed from your loan portfolio. All the information necessary to complete this section should be available on your student loan account statement(s). At least one loan must be entered, but you should enter all the loans you wish to be considered for re payment by the LRP. To begin, click the "Add New Entry" button.

Loan Account Number:

Enter your loan account number as shown on the loan statement issued by your loan servicer.

Name of Lending Institution/Servicing Agent:

Select the Lending Institution or Servicing Agent from the drop-down list. If you do not see your lender, select "Other".

Other:

If "Other" is selected above, enter the name of the lending institution in the free form box.

Loan Type:

Select the loan type from the drop-down list. If you do not find the loan type that matches your loan type, select "Other". Loans from the same lender, servicer, and of the same loan type should be combined into a single entry (e.g., Department of Education, FedLoan Servicing, Stafford).

Other:

If "Other" is selected above, enter the loan type in the free form box.

Loan Origin:

Select the "U.S." or "Non-U.S." radio button to signify whether or not your loan originated in the United States.

Original Loan Amount:

Enter the amount you borrowed at the time the loan was initiated. Loans from the same lender, servicer, and of the same loan type should be combined into a single entry.

Current Balance:

Enter your current loan balance as it appears on your statement. Loans from the same lender, servicer, and of the same loan type should be combined into a single entry.

Loan Status:

Select your loan status from the drop-down list.

RESEARCH FUNDING INFORMATION

Detail your research funding in this section. Your research must be funded by a domestic nonprofit entity to be eligible for the LRPs. Funding sources may include NIH grants; grants from other federal, state or local entities; and non-profit organizations. Your research may also be supported by start-up funds or the salary you receive from your nonprofit employer. You may have more than one funding source in some combination of the above.

In the checkboxes at the top of the page, select all funding sources that apply.

NIH GRANT SUPPORT
List all NIH Grant Support you receive by clicking the "Add New Entry" button.

Type of Award:
Select the type of award from the drop-down list.

Other:
If you selected "Other" in the drop-down list above, specify the type of award in the free form box.

NIH Award/Application Number:
Enter the project number.

Award Status:
Select the award status from the drop-down list.

Total Award Amount:
Enter the total award amount.

Start Date of Award:
Enter the start date (may be a future date) of the award.

End Date of Award:
Enter the end date of the award.

Are you a PI/Co-PI on this Grant?
Select the appropriate radio button.

Does this award support your LRP-eligible project?
Select the appropriate radio button.

OTHER GOVERNMENT RESEARCH FUNDING (NOT FROM NIH)

List any other support you receive from governmental entities by clicking the "Add New Entry" button. These may be federal, state, or local funding grants.

Type of Organization:

Select the type of organization from the drop-down list.

Organization Name:

Enter the organization name.

Award Status:

Select the award status from the drop-down list.

Title of Project:

Enter the project title.

Total Award Amount:

Enter the total award amount.

Start Date of Award:

Enter the start date (may be a future date) of the award.

End Date of Award:

Enter the end date of the award.

Are you a PI/Co-PI on this Grant?

Select the appropriate radio button.

Does this award support your LRP-eligible project?

Select the appropriate radio button.

OTHER NONPROFIT RESEARCH FUNDING (NOT FROM NIH)

List any other support you receive from nonprofit organizations by clicking the "Add New Entry" button.

Type of Organization:

Select the type of organization from the drop-down list.

Organization Name:

Enter the organization name.

Award Status:

Select the award status from the drop-down list.

Title of Project:

Enter the project title.

Total Award Amount:

Enter the total award amount.

Start Date of Award:

Enter the start date (may be a future date) of the award.

End Date of Award:

Enter the end date of the award.

Are you a PI/Co-PI on this Grant?

Select the appropriate radio button.

Does this award support your LRP-eligible project?

Select the appropriate radio button.

CERTIFY & SUBMIT

Once you have completed all sections of the LRP application, and each tab of the application has a green check mark, you may submit. From the 'Certify *& Submit'* tab, you will be required to complete checkboxes to indicate that you have read the Certifications for Online Applications and your NIH Loan Repayment Program Contract. Completing these checkboxes serves as your signature on these documents.

Important Note: You must be logged into your LRP application using NIH Commons ID before you can submit your application. If you started your application via open ID, enter your NIH Commons ID into the personal information tab, log out, and log back in via the Commons ID interface. Once your application is validated through Commons ID, you will be able to submit your application.

Certifications for Online Applications:

Read all statements listed in this section and check the box next to each statement to signify your consent. You will enter your electronic signature in lieu of printing, signing, and returning the form to the NIH LRPs. You will also be required to type in the last four (4) digits of your SSN to certify your consent and verification.

NIH Loan Repayment Programs Contract:

Read the NIH Loan Repayment Programs Contract in its entirety and check the box next to the statement to signify your consent. You will enter your electronic signature in lieu of printing, signing, and mailing in a signed copy of the contract to the NIH LRPs. You will also be required to type in the last four (4) digits of your SSN to certify your consent and verification.

Disadvantaged Background Certification:

If you are applying to the Clinical Research LRP for Individuals from Disadvantaged Backgrounds, complete this certification by checking at least one of the displayed boxes. To qualify for disadvantaged background status, you must upload the necessary documentation via the '*Application Status*' tab.

IC Preference:

Please review your IC preference selection(s) once more prior to submission of your application.

Once the above steps are complete you may electronically submit your application. No paper applications will be accepted.

Submission of the Application:

Press the submit button on the bottom of the tab to submit the completed application. After submission, confirm that your application status is "Submitted" in the applicant dashboard.