NIH LRP Application Webinar 2016

September 22, 2016

Ericka M. Boone, Ph.D.

Director, Division of Loan Repayment

NIH Office of Extramural Programs/NIH Office of Extramural Research

NIH National Institutes of Health
Office of Extramural Research
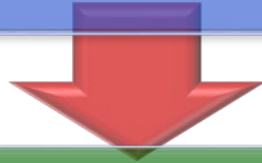
General Overview of LRPs

About the LRPs

NIH Loan Repayment Programs (LRPs) are a **vital component** in our nation's effort to keep health professionals in research careers

Here's how it works:

YOU: Commit to perform research for 2 years

NIH: Repays up to **$35,000/year** of your qualified educational debt **and** covers resulting Federal taxes (39%)

Outcome: Increase in nation's stock of biomedical research scientists

Description of LRPs

5 Extramural NIH LRPs:

For individuals conducting research at non-profit Institutions

Clinical Research
- Patient-oriented research conducted with human subjects or materials of human origin (including cognitive phenomenon) on the causes and consequences of disease in humans

Pediatric Research
- Research related to diseases or disorders in children
- Basic research allowed

Contraception & Infertility Research
- Research focusing on conditions impacting ability to conceive or bear children
- Applications reviewed by *Eunice Kennedy Shriver* NICHD

Health Disparities Research
- Research focusing on minority and other health disparity populations
- Basic, clinical, social and behavioral research allowed
- Applications reviewed by NIMHD

Clinical Research DB
- Same as Clinical Research LRP
- Available to clinical researchers from verifiable disadvantaged backgrounds
- Reviewed by NIMHD

NIH National Institutes of Health
Office of Extramural Research

Basic Eligibility

National Institutes of Health
Office of Extramural Research

Basic LRP Eligibility Criteria

Extramural

Doctoral Degree

M.D., Ph.D., or equivalent
Exception: Contraception & Infertility Research LRP

Research Funding

Domestic nonprofit, university, or government organization; **NIH grant support NOT required**

Citizenship

U.S. Citizen or permanent resident

Educational Loan Debt

At least 20% of applicant's annual income

Research Time

At least 20 hours/week

Get Ahead of the Curve, Start Now!

1. Contact your lender to get specific loan information (including account numbers and amounts owed)
2. Read LRP website, published notices and determine which NIH LRP is the right one for you
3. Talk to an NIH LRP Program Officer/Liaison
4. Talk to your mentor and potential recommender about your interest in applying for the NIH Loan Repayment Program
5. Make sure you have an eRA Commons ID

**Deadline = November 15th!

Preparing for Your LRP Application

As a part of your application, you will need to submit:

- Biosketch
- Personal Statement – (e.g, career goals)
- Training/Mentoring Plan (mentored researcher) or Career Development Plan (independent researcher) – (e.g., research methods and scientific techniques to be learned)
- Research Activities Statement – (e.g., current or proposed research)
- Research Environment Statement
- Research Accomplishments (Renewal Applicants Only)

*Please confer with your mentor/supervisor on the development of these items; they will be asked to concur with this information; see the LRP site for more information on each statement

NIH National Institutes of Health
Office of Extramural Research

LRP Application General Navigation

ACCESS ONLINE APPLICATION SYSTEM (OAS)

U.S. Department of Health & Human Services   National Institutes of Health

FAQs   A-Z Index

NIH National Institutes of Health
Division of Loan Repayment

Eligibility & Programs   Data & Reports   Contact & Engage   About DLR

| Apply | Award | Renew | Research Supervisors/ Mentors | Referees/ Recommenders | Institutional Business Officials | For NIH Employees |

Apply

A⁻ A⁺
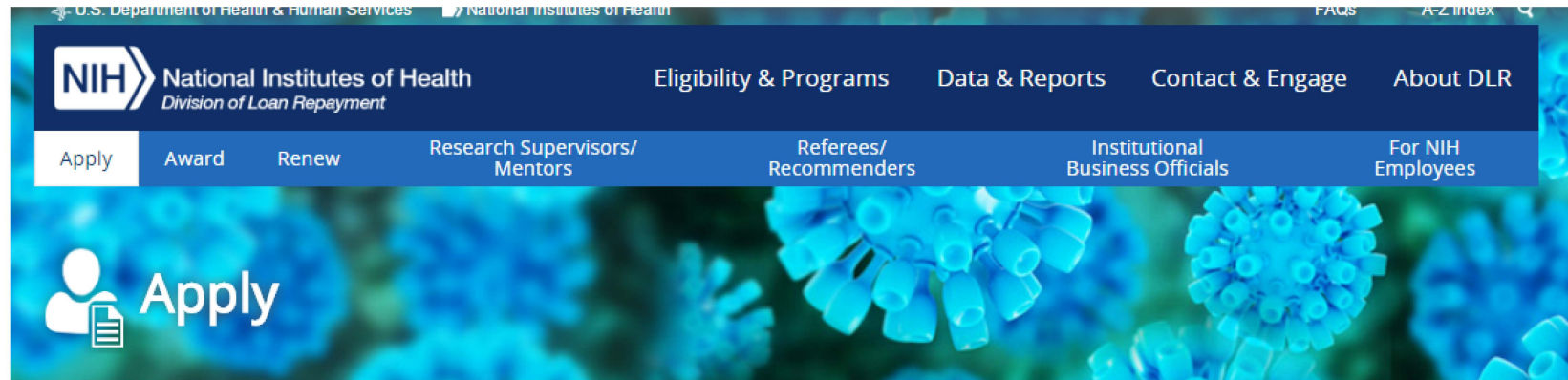
Essential First Steps

Registration

Before starting an application, prospective applicants must register for an LRP login account using a preferred email address and a unique password. A security question and answer will also be established during the registration process. An email confirmation will be sent shortly after the registration process is complete. Registration must be completed during the open application period. Please review the Application Periods. Registration completed at other times will be invalidated.

Type of Award

The LRPs have two broad types of awards: First awards, called New Awards, and subsequent awards, called Renewal Awards.

New Award: If a prospective applicant has never received an LRP award, apply for a New Award.

Renewal Award: If a prospective applicant has received at least one prior LRP award, apply for a Renewal Award.

Did You Select the Wrong User Type?
Use our guide to find the best place to start on our website

Start Your 2017 LRP Application Now!

Already an Applicant?
Login Here

...itutes of Health
Office of Extramural Research

1 **Commons ID**

Don't have one? Click here to get one.

Note to LRP applicants: You can start an application without a Commons ID using one of the other logins, *but you will need a Commons ID to submit your application.*

COMMONS LOGIN

2 **NIH ID**

This is an option for NIH employees who already have login privileges to NIH systems.

NIH LOGIN

3 **Open ID**

Log in using your Google account.

GOOGLE LOGIN

Because the system is new, all users (applicants, mentors, referees/recommenders & IBOs) will need to log in via one of these portals:
1. Commons ID
2. NIH ID
3. Open ID (Google account)

National Institutes of Health
Office of Extramural Research

BASIC PERSONAL INFORMATION

U.S. Department of Health & Human Services ▶ National Institutes of Health

NIH National Institutes of Health
Division of Loan Repayment

Loan Repayment Programs

FAQs   Contact   A-Z Index   Webinar

Basic Personal Information

Name*	John	Middle Name	Doe	Suffix

Email* jglrptest@gmail.com

U.S./Non-U.S.* ⦿ U.S.   ◯ Non-U.S.

Address Line 1* Test Street

Address Line 2

City* Test City

State* AL

Zip Code* 12345

Phone Number* 1234567890   Ext.

> After login, all users are navigated to the Basic Personal Information screen. This only occurs the first time you log in.

SUBMIT   **CANCEL**

NIH National Institutes of Health
Office of Extramural Research

U.S. Department of Health & Human Services   National Institutes of Health

NIH National Institutes of Health
Division of Loan Repayment

Loan Repayment Programs

FAQs   Contact   A-Z Index   Webinar   Logout

Applicants

- Apply for a new LRP award, or
- Renew your LRP award, or
- Manage your LRP application, or
- Check on the status of your LRP application

GO TO APPLICANT DASHBOARD

Mentors

- Review and provide responses on Applicant's research forms,
- Upload your NIH Biosketch, and
- Certify Applicant's Statements

PROCEED

Referees/Recommenders

- Upload your Reference Letter(s)

PROCEED

Institutional Business Officials

- Provide Applicant's salary information, and
- Certify Institutional Support for Applicant(s)

PROCEED

> Once the Basic Personal Information form is submitted, users are navigated to the screen where he/she can select their appropriate role.

NIH National Institutes of Health
Office of Extramural Research

Applicant Portal

The portal top navigation options are available for users based on their role(s) in OAS.

If individual assigned to an applicant role only, the "Applicant" tab is displayed.

APPLICANT DASHBOARD

U.S. Department of Health & Human Services ▶ National Institutes of Health

NIH National Institutes of Health
Division of Loan Repayment

Loan Repayment Programs
FAQs   Contact   A-Z Index   Webinar   Logout

👤 APPLICANT   *Welcome, Test*

① Dashboard

See All Roles

Legend: 📝 Edit   🔍 View   ✕ Delete

LRP Tracking Code	Name	Cohort	Award & LRP Type	Program	Status	Action
② No previously saved application is available. To start new application, click on "Start New Application" button.						

③ START NEW APPLICATION ⊘

1. The Dashboard is a default screen for OAS applicants.
2. Previously saved and submitted applications should be available in the grid.
3. Start a New Application option.

Extramural applicants complete application "pre-selection" information before system navigates inside of the application:
- Award Type
- Program Type
- Award Length
- Program
- Mentored/Independent Researcher
- Preferred IC/Not Preferred IC (available for clinical and pediatric extramural applicants only)

APPLICATION PRE-SELECTION – ELIGIBILITY QUESTIONS

(1)

Eligibility Questions

1) Are you a U.S. citizen, U.S. national, or permanent resident of the U.S.? (if no) Will you be a U.S. citizen, U.S. national, or permanent resident of the U.S. by the contract start date? ○ Yes ○ No

2) Do you possess an M.D., Ph.D., Pharm. D., Psy.D., D.O., D.D.S., D.M.D., D.P.M., D.C., N.D., O.D., D.V.M., or equivalent doctoral degree from an accredited institution? ○ Yes ○ No

3) Will you conduct qualifying research for an average of at least 20 hours per week over the course of each quarter (3 months) for the entire contract period? ○ Yes ○ No

4) Do you receive any research funding support or salary from a for-profit institution or organization? ○ Yes ○ No

5) Are you employed for more than 20 hours per week (5/8 or greater) by a U.S. Government agency such as the NIH, CDC, DOD, or the Veteran's Administration? ○ Yes ○ No

6) Are you currently on a fellowship supported in whole or in part by a U.S. Government agency such as the NIH, CDC, DOD, or the Veteran's Administration? ○ Yes ○ No

7) Do you or did you have a judgment lien arising from a federal debt? ○ Yes ○ No

8) Do you owe a service obligation to another program? ○ Yes ○ No

9) Do you have total qualifying educational debt equal to, or in excess of, 20 percent of your institutional base salary? (e.g., more than $10,000 debt with $50,000 annual salary) ○ Yes ○ No

10) Are all of the loans you will be entering on your application from a U.S. government entity, accredited U.S. academic institution, and/or qualified U.S. commercial educational lender? ○ Yes ○ No

11) Have you ever defaulted on an educational loan or are you currently delinquent (more than 90 days past due) on an educational loan? ○ Yes ○ No

12) Are your loans consolidated with another individual, such as a spouse? ○ Yes ○ No

13) Are you an individual from a disadvantaged background? Note: You will be asked to certify your disadvantaged background status (link/pop-up) in your application. ○ Yes ○ No

(2)

☐ I understand that completing this questionnaire is not a guarantee of eligibility for the program, and that my eligibility will be further assessed throughout the process.

☐ I understand that the NIH Loan Repayment Programs are competitive, and the submission of an LRP application does not guarantee an award. I understand that only designated agents of the U.S. Department of Health and Human Services/National Institutes can make commitments for the LRP awards.

(3)

SUBMIT **CANCEL**

1. Users are also prompted to provide answers to basic eligibility questions
   - Questions dependent on selected LRP
2. Statement of understanding (mandatory for all applicants).
3. Submit or Cancel completed form options.

U.S. Department of Health & Human Services ⮞ National Institutes of Health

NIH⟩ National Institutes of Health
Division of Loan Repayment

Loan Repayment Programs

FAQs Contact A-Z Index Webinar Logout

👤 **APPLICANT**

Welcome, Test

①

Eligibility ✔ Personal Information ❗ Employment & Affiliation ❗ Education & Training ❗ Research Information ❗ Loan Information ❗ Submit Application ❗ Application Status

| You are Applying for: | ◉ Intramural ○ Extramural | Award Type: | ◉ New ○ Renewal | ◉ I am a Mentored Research Scientist | **UPDATE** |
| LRP: | AIDS Research LRP ▼ | Award Length: | ○ One Year ◉ Two Year ○ Three Year | ○ I am an Independent Investigator | **CANCEL** |

⌃

②

Personal Information ✔ Employment ❗ Education and Training ❗
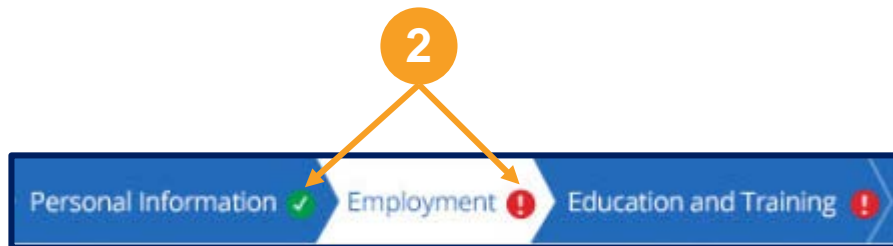
1. All sections of the application are displayed in tabbed format (application menu bar) at the top of the page
2. Status of completion for each page indicated as follows:
   • If form is complete, the green icon displayed next to it.
   • If form is not complete, the red icon displayed next to it.

NIH⟩ National Institutes of Health
Office of Extramural Research

APPLICATION MENU BAR

U.S. Department of Health & Human Services ▶ National Institutes of Health

NIH National Institutes of Health
Division of Loan Repayment

Loan Repayment Programs

FAQs   Contact   A-Z Index   Webinar   Logout

APPLICANT

Welcome, Test

| Eligibility ✓ | Personal Information ❗ | Employment & Affiliation ❗ | Education & Training ❗ | Research Information ❗ | Loan Information ❗ | Submit Application ❗ | Application Status |

You are Applying for: ○ Intramural ○ Extramural   Award Type: ● New ○ Renewal   ● I am a Mentored Research Scientist   **UPDATE**

LRP: [AIDS Research LRP ▼]   Award Length: ○ One Year ● Two Year ○ Three Year   ○ I am an Independent Investigator   **CANCEL**

1 **2** **3** **4**

1. The filter menu bar displays on every screen directly in the application.

2. Users are able to change general selections made during registration such as LRP, Award Type etc.

3. Applicants need to click on "Update" button to save the new selection(s) or "Cancel" if no changes should be saved.

4. The filter menu bar is collapsible and users can hide it if necessary by clicking on the arrow.

PERSONAL INFORMATION TAB

Navigation tabs: Eligibility | Personal Information | Employment & Affiliation | Education & Training | Research Funding | Research Information | Loan Information | Submit Application | Application Status
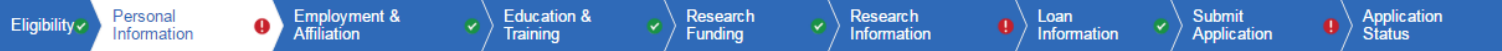
Personal Information

NIH 2674-1
LRP Tracking Code: MAHD1132

1

Name* : John | Middle Name | Doe | Suffix

Other/Maiden Name : First Name | Middle Name | Last Name | Suffix

Work Email* : jglrptest@gmail.com

Other Email :

2

U.S./Non-U.S.* : ● U.S.   ○ Non-U.S.

Address Line 1* : Test Street

Address Line 2 :

City* : Test City

State* : AL

Zip Code* : 12345

Work Phone* : (123)-456-7890   Ext.   Select Preferred Contact* : -- Select Phone Type --

Home Phone :

Cell Phone :

3

SSN* :

Confirm SSN* :

4

Date of Birth* : click to show calendar

Confirm Date of Birth* : click to show calendar

The Personal Information form contains vital information necessary for LRP application completion as:
1. Applicant Name(s)
2. Contact Information (email(s), address and phone number(s))
3. SSN
4. DOB

National Institutes of Health
Office of Extramural Research

PERSONAL INFORMATION TAB (CONT.)

5

NIH Commons ID * `commonsid01`

Confirm NIH Commons ID * `commonsid01`

Gender: ○ Male ● Female ○ Other ○ Prefer not to answer

6

What is your race?
- ☐ American Indian, Native American, or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☑ Prefer not to answer

Are you Hispanic, Latino/a, or of Spanish origin? ○ Yes ○ No ● Prefer Not to Answer

Do you have a disability? ○ Yes ○ No ● Prefer Not to Answer

How did you learn about the LRP? Please select all that apply:
- ☐ Conference Talk or Presentation
- ☐ Conference Exhibit
- ☐ Academic Journal or Publication
- ☐ University or Departmental Notice/Announcement
- ☐ Academic Advisor, Professor, or Mentor
- ☐ Another LRP Applicant/Awardee
- ☐ An LRP Ambassador
- ☐ Other colleague
- ☑ LRP Website
- ☐ LRP Flyer
- ☑ LRP Email/Listserv
- ☑ NIH Institute/Center Website, News Item, Talk, Exhibit, or Print Material
- ☐ Internet Search
- ☐ Social Media
- ☐ Other Source

How did you initially hear about the program? `LRP Email/Listserv ▼`

5. **NIH Commons ID is required starting 2016**
6. List of voluntary disclosures (as applicant race, gender, etc.)
7. Options to:
   - Save
   - Submit *(option is disabled until the entire application is complete)*
   - Cancel

7 SAVE | SUBMIT | CANCEL

National Institutes of Health
Office of Extramural Research

EMPLOYMENT AND AFFILIATION TAB

1. Employment form is required for all applicants.
2. Organization section contains information about current employer
3. Supervisor section contains contact info of applicant's research supervisor, mentor and prior mentor (if applicable)
4. Academic Affiliation
5. Institutional Business Official
6. Options to:
   - Save
   - Cancel

EDUCATION AND TRAINING TAB

Under Education and Training tab, applicants provide information about their:
1. Education and Training
2. Postdoctoral fellowship(s) (if applicable)
3. Options to save or cancel.

EDUCATION AND TRAINING TAB (CONT.)

Education and Training
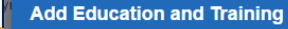
Legend: ✎ Edit | 🔍 View | ✖ Delete | 🏠➕ Add Residency

1 ➜ + Add New Entry

Education	Degree	Conferring Institution	Year	Specialty	Subspecialty	Action
◢ M.D.		University of Alabama at Birmingham	1978	Test	Test	✎ 🔍 ✖ 🏠➕ **3**

Residency Information	Start Date	End Date	Percent of time spent on Reserch (0-100)	Specialty	Subspecialty	Action

Please add Residency information by using 'Add Residency' option available under Action menu.

|◀ ◀ **1** ▶ ▶| [5 ▼] items per page   1 - 1 of 1 items

2 **Add Education and Training**   ✖

Education*   ⦿ M.D.   ○ Ph.D.   ○ M.D.- Ph.D   ○ Other Doctoral Degree   ○ Non-Doctoral Degree

MD Conferring Institution*   [University of Alabama at Birmingham ▼]

MD Year Degree Conferred*   [1978 ▼]

MD Specialty*   [Test]

MD Subspecialty   [Test]

SAVE   **CANCEL**

1. To add education information, applicants click on "Add New Entry" button.
2. After clicking the option, a new pop-up form is displayed. Here users can enter required details about their education and save it.
3. System allows applicants to view, edit and delete provided information by using action menu available next to every record.

NIH National Institutes of Health
Office of Extramural Research

RESEARCH FUNDING TAB

Under "Funding Information" tab, extramural applicants are required to provide information about their funding sources:
1. Salary
2. Any NIH Grant Support
3. Other Government Funding (not from NIH)
4. Or Non-Profit Research Funding (not from NIH)

RESEARCH FUNDING TAB (CONT.)

NIH Grant Support

1

+ Add New Entry

Type of Award	NIH Award/ Application Number	Award Status	Total Award Amount	Start date of Award	End date of Award	Are you PI/Co-PI on this Grant?	Does this Award support your LRP eligible project?	Action
Training Grants/Fellowship Awards (T/F series)	2 L30 DC034123-03	Awarded	35,000	10/2010	10/2013	Yes	No	🔍 ✎ ✖

3

Page 1 of 4 〈 **1** 2 3 4 〉

2

Add NIH Grant Support

Type of Award *

If other, please specify

NIH Award / Application Number (Project Number) *

Award Status *

Total Award Amount *

Start Date of Award *

End Date of Award *

Are you a PI/Co-PI on this Grant? * ○ Yes ○ No

Does this award support your LRP-eligible project? * ○ Yes ○ No

SAVE   CANCEL

1. To add any research funding information, applicants click on "Add New Entry" button available at the top of every funding source section.
2. After clicking the button, a new pop-up form should be displayed. Here users can enter required details about selected funding source and **save it**.
3. System allows applicants to view, edit and delete provided information by using action menu available next to every record in the grid on default Research Funding screen.

RESEARCH INFORMATION TAB

| Eligibility ✓ | Personal Information ❗ | Employment & Affiliation ✓ | Education & Training ✓ | Research Funding ✓ | Research Information ❗ | Loan Information ✓ | Submit Application ❗ | Application Status |

💼 Research Project/Activities

NIH 2674-6
LRP Tracking Code: MAHD1132

Please Upload Your Research Project/Activities *

[Choose File] No file chosen   [UPLOAD]

Public reporting for this collection of information is estimated to average 180 minutes, including the time for reviewing instructio... ...d, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not require... ...MB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including s... Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, Attention: PRA 0925-0361. Do not return the completed form to this a...

Privacy Act 09-25-0165

Under "Research Information" tab, applicants upload the following documents:
1. Research Project/Activities
2. Personal Statement
3. Training/Career Development Plan
4. Research Environment
5. NIH Biosketch
6. Research Accomplishments (Renewal Applicants Only)

📄 Career Development Plan

NIH 2674-6
LRP Tracking Code: MAHD1132

Please Upload Your Career Development *

[Choose File] No file chosen   [UPLOAD]   View Career Development(MAHD1132_RPP.docx)

☐ I want to replace the current file with a new one

RESEARCH INFORMATION TAB (CONT.)–RECOMMENDERS

1. To add new recommenders' name and contact information, applicants can click on "Add New Entry" button available at the top Recommendations section.

2. After clicking the button, a new pop-up form will be displayed. Here users can enter required recommender contact information and save.

3. System allows applicants to view, edit and delete provided information by using action menu.

Qualifying Loans

NIH <u>WILL</u> Repay:

- Educational loans backed by the U.S. government
- Educational loans from accredited U.S. academic institutions and commercial lenders

NIH Will <u>NOT</u> Repay:

- Non-educational loans (e.g. home equity loans)
- PLUS loans to parents
  - *<u>EXCEPTION</u>: PLUS loans disbursed to graduate and professional students on or after July 1, 2006, qualify for LRP repayment*
- Loans from non-US governments or institutions
- Loans converted to a service obligation, delinquent or in default
- Loans consolidated with another individual (e.g. spouse or child)
- Loans of full-time Federal government employees or VA Fellows

NIH National Institutes of Health
Office of Extramural Research

LOAN INFORMATION TAB

| Eligibility ✓ | Personal Information ❗ | Employment & Affiliation ✓ | Education & Training ✓ | Research Funding ✓ | Research Information ❗ | Loan Information ✓ | Submit Application ❗ | Application Status |

💰 Loan Information

+ Add New Entry

Loan Account Number	Name of Lending Institution/Servicing Agent	Loan Type	Current Balance	Loan Status	Action
123456789	Navient	Stafford Loan	$100,000.00	Deferment	🔍 📝 📑

| 5 ▼ | items per page | | 1 - 1 of 1 items ↻ |

☑ By checking this box, I confirm that I have entered information for all loans that I wish to be considered in this application

Public reporting for this collection of information is estimated to average 75 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless is displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, Attention: PRA 0925-0361. Do not return the completed form to this address.

Privacy Act 09-25-0165

Only new Applicants are required to enter detailed information about their loan(s).

SAVE **SUBMIT** **CANCEL**

National Institutes of Health
Office of Extramural Research

LOAN INFORMATION TAB (CONT.)

Eligibility ✓ | Personal Information ❗ | Employment & Affiliation ✓ | Education & Training ✓ | Research Funding ✓ | Research Information ❗ | Loan Information ✓ | Submit Application ❗ | Application Status

Loan Information

1 ➕ Add New Entry

Loan Account Number	Name of Lending Institution/Servicing Agent	Loan Type	Current Balance	Loan Status	Action
123456789	Navient	Stafford Loan	$100,000.00	Deferment **3** 🔍 ✏️ 🗑️

5 ▼ items per page | 1 - 1 of 1 items ↻

2

Add Loan ✕

Loan Account Number* [   ]

Name of Lending Institution/Servicing Agent* [Select Lender ▼] ☐ Other [Please Specify]

Loan Type* [Select Loan Type ▼] ☐ Other [Please Specify]

Loan Origin* ○ U.S. ○ Non-U.S.

Current Balance* [enter numbers only]

Loan Status* [Select Loan Status ▼]

SAVE CANCEL

1. To add new loan, applicants should click on "Add New Entry" button available at the top Loan Info data grid.
2. After clicking on the option, a new pop-up form will be displayed. Here users can enter required details and save.
3. System allows applicants to view, edit and delete provided information by using action menu available.

SUBMIT APPLICATION TAB

Eligibility ✓ | Personal Information | ❗ Employment & Affiliation | ✓ Education & Training | ✓ Research Funding | ✓ Research Information | ❗ Loan Information | Submit Application | ❗ Application Status

📄 **Verification of U.S. Citizenship or Permanent Residency Status Online Applications** 53fd8863-1978-4abf-9a19-493cb501135e

Please print this form and sign it (black ink perferred). The form can either be uploaded using the upload feature on the Application Status page or it can be faxed without a cover page to 1-866-849-4046.

U.S. Citizenship or Permanent Residency Status Documentation

Instructions: Please check one box in Section 1 to indicate the source document(s) you are submitting to verify your citizenship status. Be sure to include photocopies of the document(s) you indicate below at the same time you fax this form.

- ○ Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S.
- ○ Certificate of U.S. Citizenship (Form N-560 or N-561)
- ○ Certificate of Naturalization (Form N-550 or N-570)
- ○ United States Passport (expired or unexpired)
- ○ Alien Registration Receipt Card with photograph (I-151 or I-551)
- ○ Non-citizens: Will you be a U.S. citizen, U.S. national, or permanent resident of the U.S. by July 1, 20XX?
- ○ Other documentation of Permanent Residency Status as permitted by the U.S. Bureau of Citizenship and Immigration Services (Naturalization Service) regulations. (For more information, visit the BCIS website.)

Please indicate the BCIS document you are using: _____

I certify that the information given in this application is true, complete, and accurate to the best of my knowledge and does not omit any material fact that would render the statement false, fictitious, or fraudulent as a result of the omission. I understand that the information given may be investigated and that any false representation is sufficient cause for rejection of this application, or, if awarded loan repayment, that I am liable for return of all awarded funds and, further, that any false statement may be punished as a felony under 18 U.S.C. § 1001. I am aware that any false, fraudulent, or fictitious statement may, in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986.

_____   _____
Signature (Sign Your Full Name in Ink)   Date

PRINT

Applicants are **required to print and then manually sign** a list of **certifications** under 'Submit Application' tab before application can be submitted. **This document can then be uploaded and submitted electronically** via the Application Status Tab.

NIH National Institutes of Health
Office of Extramural Research

IC Preference

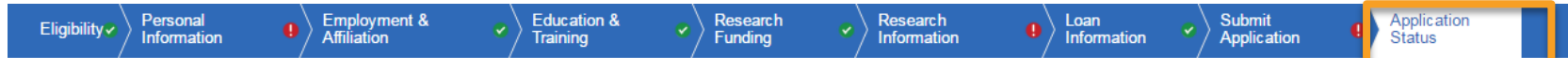|	
Preferred IC	Select Institute or Center (IC) ▾
Preferred IC (secondary choice)	Select Institute or Center (IC) ▾
Not Preferred IC	Select Institute or Center (IC) ▾

SAVE **SUBMIT** **CANCEL**

Applicants can double check the IC Preference (if one was selected). Click **"Save"** and the tab will have ✔ . The "SUBMIT" button should **turn blue** if all the required information is enter and save; **press the "SUBMIT" button to submit entire application**.

National Institutes of Health
Office of Extramural Research

APPLICATION STATUS TAB

Eligibility ✓	Personal Information ❗	Employment & Affiliation ✓	Education & Training ✓	Research Funding ✓	Research Information ❗	Loan Information ✓	Submit Application ❗	Application Status

📄 Application Status

LRP Type: Extramural
Award Type: New
Loan Repayment Program (LRP): Clinical Research LRP
Independent/Has a Mentor: Mentored

Preferred IC:
Preferred IC (Secondary Choice):
Not Preferred IC:
IC Assignment:

PRINT APPLICATION

Colleague Forms and Documentation

Recommender: TestMentored2 TestMentored2 (TestMentored2@gmail.com)
▶ Request Sent by Email   **SEND REQUEST AGAIN**   🔴 NOT SUBMITTED
▶ Last Login Reported

Recommender: TestMentored1 TestMentored1 (TestMentored1@gmail.com)
▶ Request Sent by Email   **SEND REQUEST AGAIN**   🔴 NOT SUBMITTED
▶ Last Login Reported

Recommender:
▶ Request Sent by Email
▶ Last Login Reported

Mentor: TestMentored1 (TestMentored1@gmail.com)
▶ Request Sent by Email   **SEND REQUEST AGAIN**
▶ Last Login Reported
▶ Assessment of Research Activity   🔴 INCOMPLETE

Organization Contact: TestOrg1 Te
▶ Request Sent by Email   **SEND REQUEST AGAIN**
▶ Last Login Reported

> LRP Applicants can review status regarding submitted forms, print application and their LRP contract under Application Status tab.

NIH National Institutes of Health
Office of Extramural Research

NAVIGATION

If individual assigned to a multiple roles (e.g. Applicant/Recommender/Mentor), system will display all applicable tabs in the top navigation panel.

Referee/Recommender Portal

REFEREE/RECOMMENDER'S PORTAL

1. Referees/Recommenders can view the list of applicant requests (including application status) in data grid on their dashboards.
2. To upload reference letter for a particular applicant, Referee/Recommender should select "Edit" option available in the action menu.

REFEREE/RECOMMENDER'S PORTAL

Please note that the applicant waived future access to this information. Therefore, the information you provide shall be held in confidence and protected from disclosure by officials of the NIH Loan Repayment Programs according to Privacy Act System of Records #09-25-0165.

📄 Applicant Identifying Information

Applicant's Name: John Doe

Applicant's Organization: National Cancer Institute

Loan Repayment Program: Clinical Research

Award Type: New/Renewal

📄 Recommendation

2

Please Upload Your Recommendation/Reference Letter *   **1** BROWSE   View Recommendation/Reference Letter

☐ I certify that the statements herein are true, accurate and complete

3

SAVE   SUBMIT   CANCEL

1. Referee/Recommender will upload reference letter using "Browse" option. Option to replace previously uploaded file is available for every document users upload.
2. To review uploaded documents, user can use "View Document" option.
3. Referee/Recommender is allowed to **save, submit or cancel** complete form.

NIH National Institutes of Health
Office of Extramural Research

Mentor Portal

NIH National Institutes of Health
Division of Loan Repayment

Loan Repayment Programs

FAQs   Contact   A-Z Index   Webinar   Logout

APPLICANT   MENTOR   REFEREE/ RECOMMENDER   INSTITUTIONAL BUSINESS OFFICIAL (IBO)

Welcome, John

Dashboard

See All Roles

Enter Applicant Key   **FIND APPLICANT**

Legend: 🔍 View   ✏️ Edit

2

LRP Tracking Code	Name	Cohort	Contract & LRP Type	Program	Application Status	Your Status	Action
MAHD1132	John Doe	2017	New Extramural	Clinical Research LRP	Not Submitted	Incomplete	✏️ 🔍

1

Page 1 of 1   1 - 1 of 1 items

1. Mentors have an ability to view the list of applicants requests (including application status) in data grid on their dashboards.
2. To concur/not concur with information submitted by applicant, mentor should **select "Edit"** option available in the action menu.

NIH National Institutes of Health
Office of Extramural Research

Assessment of Research Activities

1 ⊙ Applicant Identifying Information

Applicant's Name: John Doe
Applicant's Organization: National Cancer Institute

Loan Repayment Program: Clinical Research
Award Type: New/Renewal

2 ⊙ Concurrence with Applicant's Research Forms

3 ⊙ Biosketch

4 ⊙ Mentor Assurances

5 SAVE | SUBMIT | CANCEL

1. Once Mentor selects an applicant name, system will display applicant's identifying information (name, LRP, etc.)
2. The list of research forms/documents that should be reviewed by Mentor are found here.
3. **Mentor will need to upload NIH Biosketch(s) for themselves or anyone else helping to support the applicant.**
4. Certify required Mentor's Assurances.
5. Mentor is allowed to save, submit or cancel completed form.

NIH National Institutes of Health
Office of Extramural Research

Institutional Business Official (IBO) Portal

U.S. Department of Health & Human Services ▶ National Institutes of Health

NIH National Institutes of Health
Division of Loan Repayment

Loan Repayment Program
FAQs   Contact   A-Z Index   Webinar   Logout

Welcome, John Doe

🏛 **INSTITUTIONAL BUSINESS OFFICIAL**

1 📄 Applicant Identifying Information

Applicant's Name: John Doe

Applicant's Organization: National Cancer Institute

Address: 12567 Dunbar Avenue
San Francisco, CA 20568

Project Research Title: Lo

Loan Repayment Program Applied For: Clinical Research

Name of PI or PD: Ja

2 📄 Annual Income or Compensation

Current Annual Income or Compensation: [   ]

3 📄 New Award Applicants

LRP Contract Execution Date: January - Novemeber 2015
LRP Contract Duration: 2 Years

I certify that the following statements are true:

(1) The applicant's salary and any applicable research funding are solely supported by at least one of the following:
    a) A domestic non-profit foundation, non-profit professional society, or other non-profit institution (such as your Institution); or
    b) A Local, City or State government agency; or
    c) A grant from a Federal agency.

1. Once IBO selected name in the grid, system will display applicant's identifying information (name, LRP, etc.)
2. Section where IBO will provide the information about applicant's salary.
3. Complete certifications for protected research time and resources.

NIH National Institutes of Health
Office of Extramural Research

The Application Review Process

National Institutes of Health
Office of Extramural Research

Extramural LRP Application Cycle Timeline
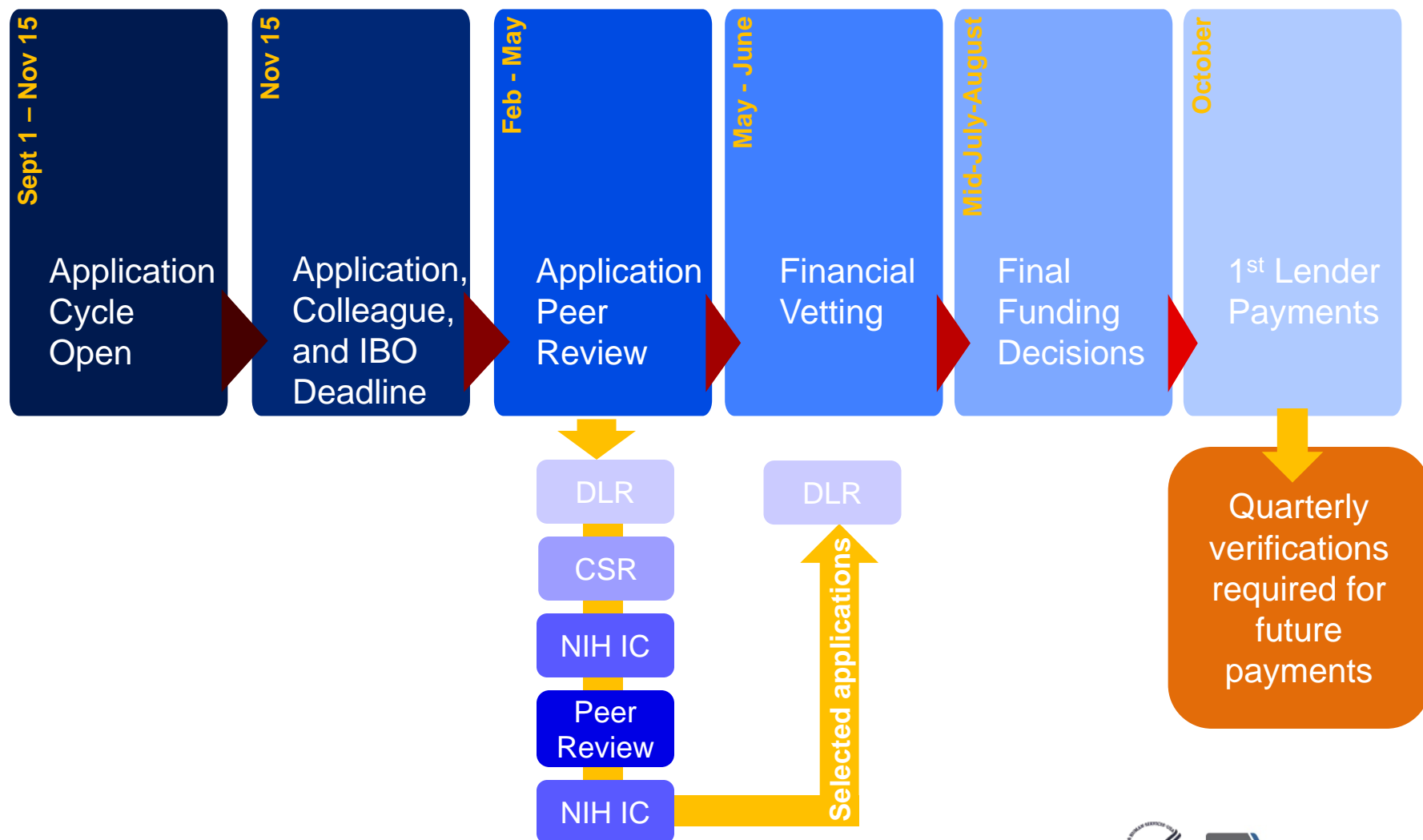
Tips for Writing A Competitive Application

Tips for Writing a Competitive LRP Application

These tips will help you strengthen your application

- Know the funding priorities of the NIH Institute or Center that will review your application

- Effectively demonstrate your qualifications and commitment to research.

- Describe resources and support thoroughly.

- Write a strong research plan.

- Provide strong reference letters.

**To download this complete document, visit http://www.lrp.nih.gov/writing-lrp-application

NIH National Institutes of Health
Office of Extramural Research

What Are Reviewers Looking For?

Reviewers evaluate applicant's *potential to succeed* in a research career by rating:

- Applicant's **previous training and research experience**

- Applicant's **commitment to a research** career

- **Strength and quality** of letters of recommendation

- Quality and appropriateness of the **research environment**

- Research progress (*for Renewal applications only*)

Common Mistakes to Avoid

The following conditions often weaken an applicant's competitiveness

- Weak or lukewarm recommendation letters

- Questionable research commitment

- Mediocre research plan

- Rushed application

- Inadequate research environment

- Slim publication record

Important Things To Remember and Wrap Up

National Institutes of Health
Office of Extramural Research

Applicant Checklist

Before Submitting the Application

- ❑ Reach out to the NIH LRP Program Officers and liaisons.

- ❑ Develop a timeline for completion and start early.

- ❑ Review the NIH LRP 'Tips for Writing a Competitive LRP Application' document

- ❑ Determine and clearly indicate whether you are a principal investigator. If not, designate a mentor.

- ❑ Carefully review your application before submitting. If you find errors that you cannot fix, contact the LRP Information Center as soon as possible.

After Submitting the Application – Keep Track of Your Application Status

- ❑ Ensure all online forms are complete -- including forms from your mentor, recommenders and institutional contact.

- ❑ Mail your contract and fax or upload your online certification and citizenship forms.

- ❑ Keep your e-mail address current.

- ❑ Contact the LRP Information Center if you need to make major updates (e.g. change your institution or research project) as soon as possible.

NIH National Institutes of Health
Office of Extramural Research

Questions Asked by You!

1. Are there funded applications we can use for reference?
2. Who should I contact if I don't know if I'm a mentored research scientist or an independent researcher?
3. Where can I get an eRA Commons ID?
4. Which loans will the LRP repay?
5. Do figures, graphs, legends, etc. count toward the character count?
6. Do renewal applicants have to meet the 20% debt to income ratio?
7. Who should I pick as my Institutional Business Official?
8. How many projects should I focus on in my Research Activities?
9. What documents do my Mentor, Recommenders and Institutional Contact submit?
10. How many years of funded research must you have in order to be eligible?
11. How do I find out more information about my application if it isn't selected for funding?
12. I have a gap between my first LRP award and my current application. Do I need to submit a new or renewal application?

NIH National Institutes of Health
Office of Extramural Research

Contact LRP

Website: www.lrp.nih.gov

Phone: 866-849-4046 (9am to 5pm, EST)

Email Inquiries: lrp@nih.gov

Facebook: www.facebook.com/nihlrp

Twitter: @NIH_LRP

NIH National Institutes of Health
Office of Extramural Research

THANK YOU!