

REACH OUT TO PROSPECTIVE APPLICANTS

Sample outreach materials, including sample emails, are provided in this toolkit. You can use these materials to generate awareness of the Loan Repayment Programs (LRPs) and to share information with potential applicants about LRP eligibility, LRP application deadlines, and about your own experiences as an LRP applicant. You can also use these materials to share time-sensitive information from DLR such as LRP application cycle updates, deadlines, and date and sign-up information about the LRP Technical Assistance Webinar.

Sharing information about the LRPs is one of your most important roles as an LRP Ambassador. To make this role easier, we have provided sample outreach emails in this toolkit. Sample topics include:

- Introductory Email
- About the LRPs in General
- At the Start of the Application Process
- Notice about the LRP Application Technical Assistance Webinar
- Midway Through the Application Process

How can you begin to use these sample outreach materials? First, identify the individuals who are likely prospects in your department and put together their email addresses. Then choose the message(s) that fit your situation best. Cut and paste the text “as is,” filling in the blanks, or use it as a template to create your own message(s). You can find the application deadline date each year on the LRP [home page](#).

You can also paste the Ambassador Program badge into your emails to reinforce your role as an LRP Ambassador. See page 6 for instructions on how to access and use the LRP Ambassador badge.

Introductory Email

Untitled 2

Message Options

From: Ambassador, LRP

To:

Cc:

Subject:

Dear [Name]:

Thank you for your interest in the NIH Loan Repayment Programs (LRPs). I'm happy to share information about these programs with you. The mission of the NIH LRPs is to recruit and retain promising early stage investigators like yourself into biomedical research careers. As the costs of postgraduate education and training continue to rise, more and more early career investigators are having to make a choice between staying in research careers that they love or pursuing higher paying job opportunities. The LRPs help promising investigators repay their student loans, in essence serving as a lifeline for scientists who have high educational debt. As an Ambassador, I serve as a bridge between the NIH LRPs and potential applicants, by offering my advice, and experiences.

The LRPs repay up to \$50,000 annually of a researcher's qualified educational debt, based on your debt level, in return for a commitment to engage in NIH mission-relevant research. Extramural LRPs at NIH are organized around broad research areas:

- Clinical Research
- Pediatric Research
- Health Disparities Research
- Contraception and Infertility Research
- Clinical Research for Individuals from Disadvantaged Backgrounds

If you would like more information about the NIH LRPs or want to discuss my experiences as an applicant or awardee, please feel free to contact me at [insert preferred contact information]. Also, please visit the NIH [LRP website](#).

Sincerely,

YOUR NAME
YOUR OFFICE LOCATION, EMAIL AND TELEPHONE NUMBER

About the LRPs in General

Message Options

From: Ambassador, LRP

To:

Cc:

Subject: Are you interested in a research career, but fear you can't afford it?

Many early career investigators start out wanting to pursue a biomedical or biobehavioral research career, but may find they need to pursue higher-paying career options because their student loans are weighing them down. If that sounds like you, the Loan Repayment Programs (LRPs) at the National Institutes of Health (NIH) may be an option for you!

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- Clinical Research
- Pediatric Research
- Health Disparities Research
- Contraception and Infertility Research
- Clinical Research for Individuals from Disadvantaged Backgrounds

The LRPs do not fund research projects, but rather are based on an applicant's potential to build and sustain a research career. To learn more about the LRPs, eligibility requirements, and the application process, click [here](#) to visit the NIH LRP website. To contact me, please send me an email or stop by my office, and I'll tell you my personal LRP story.

Sincerely,

YOUR NAME

YOUR OFFICE LOCATION, EMAIL AND TELEPHONE NUMBER

At the Start of the LRP Application Cycle

Message Options

From: Ambassador, LRP

To:

Cc:

Subject: NIH Loan Repayment Programs Application Cycle Opens

The application period for new and renewal applications to the NIH Loan Repayment Programs (LRPs) opens September 1st. Applications are due by November __.

The LRPs repay up to \$50,000 annually of a researcher's qualified educational debt, based on your debt level, in return for a commitment to engage in NIH mission-relevant research. To learn more about the LRPs, eligibility requirements, and the application process, visit the [LRP website](#). Prior to submitting your application, applicants are also strongly encouraged to contact an NIH LRP Liaison to find out more about funding and research priorities and discuss how their research fits into the priorities of that NIH Institute or Center (IC). How do you find the appropriate contact? It's easy! Just click [here](#) to locate the IC(s) whose mission and priorities most closely assign with your research, and then find the corresponding IC contact person.

If you want to hear some first-hand experience about the LRP application process, please email me or stop by my office. I am an LRP awardee and would be delighted to share my experiences with you and direct you to the right person at NIH to learn even more.

Sincerely,

YOUR NAME
YOUR OFFICE LOCATION, EMAIL AND TELEPHONE NUMBER

Notice about the LRP Application Technical Assistance Webinar

Message Options

From: Ambassador, LRP

To:

Cc:

Subject: Sign up for NIH's Loan Repayment Program Webinar

Are you thinking of applying for one of the five extramural Loan Repayment Programs (LRPs) at the National Institutes of Health (NIH)? The LRPs help early career scientists stay in research by repaying up to \$50,000 annually of a researcher's qualified educational debt, based on your debt level, in return for a commitment to engage in NIH mission-relevant research.

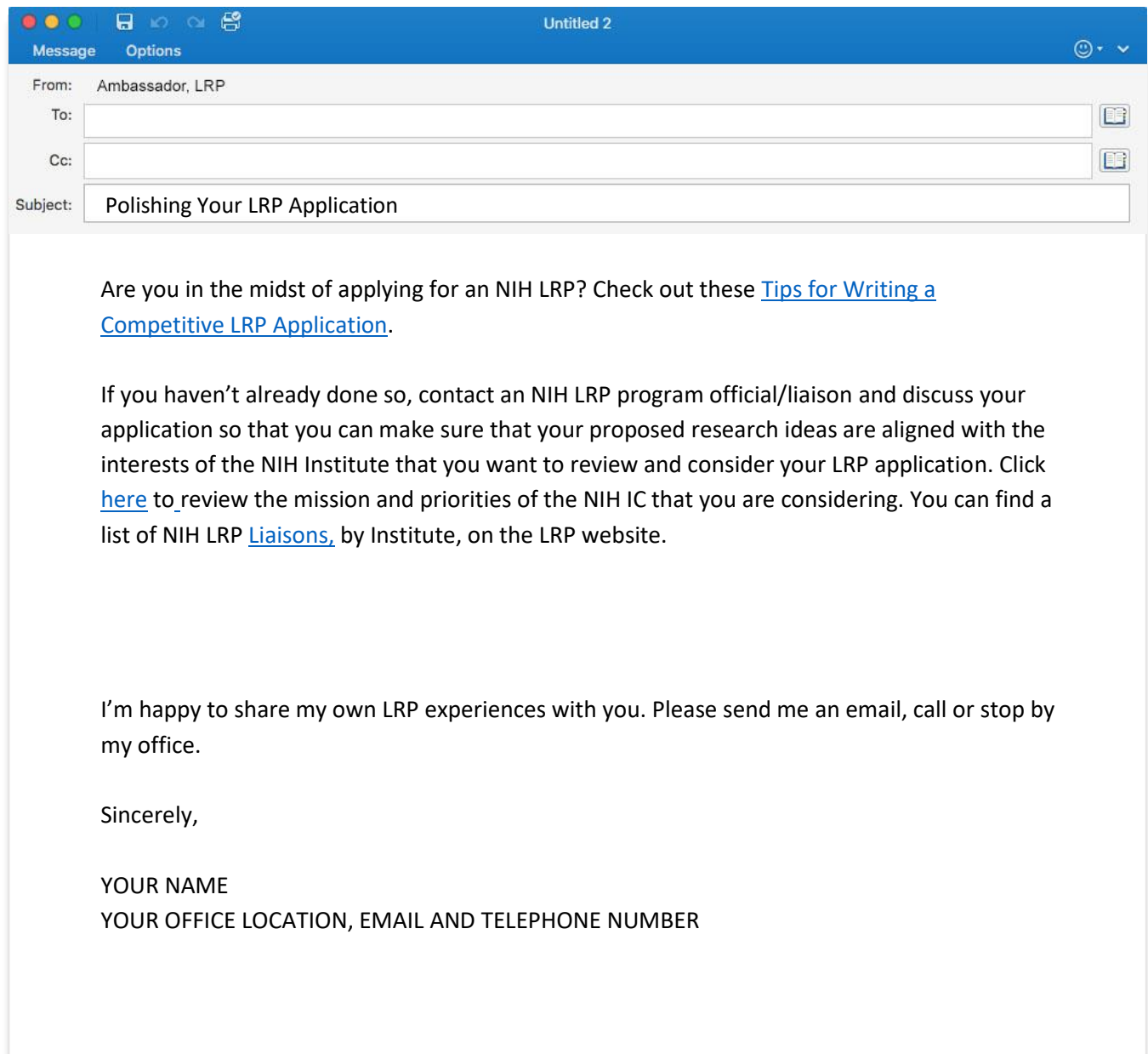
The Division of Loan Repayment (DLR) at NIH is offering a technical assistance webinar about the LRP application process on _____. Go to the [Contact and Engage](#) section of the LRP website to find more information on the date, time and links to the webinar. The webinar will also be posted on the LRP website for future reference.

I'm an LRP awardee, and I'm happy to share my LRP experience with you. Feel free to send an email or stop by my office to chat.

Sincerely,

YOUR NAME
YOUR OFFICE LOCATION AND TELEPHONE NUMBER

Reach Out To Prospective Applicants



The screenshot shows an email client window titled 'Untitled 2'. The email header includes 'From: Ambassador, LRP', 'To:', 'Cc:', and 'Subject: Polishing Your LRP Application'. The body of the email contains the following text:

Are you in the midst of applying for an NIH LRP? Check out these [Tips for Writing a Competitive LRP Application](#).

If you haven't already done so, contact an NIH LRP program official/liaison and discuss your application so that you can make sure that your proposed research ideas are aligned with the interests of the NIH Institute that you want to review and consider your LRP application. Click [here](#) to review the mission and priorities of the NIH IC that you are considering. You can find a list of NIH LRP [Liaisons](#), by Institute, on the LRP website.

I'm happy to share my own LRP experiences with you. Please send me an email, call or stop by my office.

Sincerely,

YOUR NAME
YOUR OFFICE LOCATION, EMAIL AND TELEPHONE NUMBER