

## PRE APPLICATION CHECK LIST – EXTRAMURAL APPLICATIONS

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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 your overall eligibility and suitability** for an **LRP award**. The application site opens on **September 1** each year. You are **highly encouraged to complete the below check list prior to September 1**. 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](#) of the **five Extramural LRPs** and determine which one is best matched to 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 **complete a portion of your LRP Application**. 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** to request 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**.
- Review the [LRP OAS Instruction Guide](#) and **draft your Research Documents**. Detailed explanations of the documents you will submit as part of your application can be found on pages 11 – 16 of the Instruction Guide.
- Prepare your [Loan Information Forms](#). **Collect account statements** for each of your student loans along with other pertinent loan documentation such as [NSLDS statements and promissory notes](#).
- Once the LRP OAS site opens on **September 1**, logon, complete and **submit your LRP Application prior to November 15**. Track the status of your submissions throughout the application cycle by visiting your application status tab in side of the OAS portal.

Following the above ten steps will ensure that your application is complete, thorough and competitive with other LRP applications. If you have **questions about your LRP application**, please **contact the LRP Information Center** at **866-849-4047** or by email [lrp@nih.gov](mailto:lrp@nih.gov), Monday through Friday, from 9:00 AM – 5:00 PM, EST.