NATIONAL INSTITUTES OF HEALTH
LOAN REPAYMENT PROGRAMS

Instruction Guide for Intramural LRP Applicants

For the application cycle opening on January 2, 2025

CONTENTS

PRE-APPLICATION CHECKLIST FOR INTRAMURAL LRP APPLICANTS

IMPORTANT NOTE: This checklist is only applicable to the competitive Intramural LRP. Applicants for the noncompetitive ACGME subcategory should not refer to this checklist.

The NIH Loan Repayment Programs (LRPs) employs the NIH [Application Submission System & Interface for Submission Tracking (ASSIST)](#) to facilitate the online submission of your LRP application. The LRP application collects information that will allow NIH to determine your overall eligibility and suitability for an LRP award.

The Intramural LRP application opens on January 2, 2025. You are strongly encouraged to review and complete the checklist below prior to starting your application. Doing so will streamline the application process and allow you to make a timely submission by the application deadline (see next page for deadlines).

- ☐ Obtain an NIH Commons ID (if you do not have one already) and confirm that your Commons account is updated to reflect your current institution. For specific NIH Commons ID requirements for LRP, please read the [LRP Commons Overview](#) document on the LRP website.
- ☐ Read all eligibility information and ensure that you qualify for the NIH Intramural LRP.
- ☐ Read the information for each of the three Intramural LRP subcategories. They have different contract lengths and eligibility requirements.
- ☐ Talk to your research supervisor about your LRP application. Your research supervisor also serves as your LRP mentor and will be asked to submit a reference letter on your behalf. If you receive an award, your research supervisor will be asked to verify your research service every quarter.
- ☐ Speak with your [Intramural LRP IC Coordinator](#) about your eligibility. Your IC Coordinator will provide you with their Commons ID needed to complete the colleague section of your LRP application. If you receive an award, your Intramural LRP coordinator will be asked to verify your research service every quarter.
- ☐ Contact your mentor and referees.
  - If you are applying for a New Award, you must contact a minimum of 3, but no more than 5 individuals, and request that they submit a reference letter on your behalf. Your research supervisor must be one of your referees.
  - If you are applying for a Renewal Award, you only need one reference letter which must come from your research supervisor.
- ☐ Draft your Research Documents. Detailed explanations of the documents you will submit as part of your application can be found on pages 12–16 of this guide.

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

IMPORTANT INFORMATION FOR INTRAMURAL LRP APPLICANTS

COMPETITIVE INTRAMURAL LRP APPLICATION DEADLINE IS MARCH 17, 2025
The application deadline for the competitive programs is Monday, March 17, 2025. We recommend that you submit your application ahead of the deadline. Your colleague support must be submitted by the deadline as well. To give you referees, research supervisor, and LRP IC Coordinator enough time to submit their supporting documents, you should complete the Colleague Information section of the application at least two weeks before the deadline.

NONCOMPETITIVE ACGME LRP APPLICATION DEADLINE IS APRIL 15, 2025
The application deadline for the noncompetitive General Research for ACGME Fellows program is Tuesday, April 15, 2025. The General Research for ACGME Fellows application does not undergo peer-review and is thus comprised of fewer research documents. ACGME applicants can refer to the instruction guide where appropriate. Please refer to the ACGME section of the LRP website for more information. Importantly, the ACGME application should be submitted as early as possible, as there is a limited number of noncompetitive slots available.

PREPARATION FOR FINANCIAL REVIEW
When applying for a new LRP award, applicants will be required to provide documentation to demonstrate that their educational loans are eligible for loan repayment by the NIH. Applicants are strongly urged to start contacting lenders immediately after submitting their LRP applications. It can take weeks or months to gather the required documentation and it is never too early to start collecting loan documents. All loans require account statements, promissory notes, and Federal Student Aid (FSA) reports. Visit the FSA website to register to obtain your reports. Review the Detailed Loan Information page on the LRP website for additional information on loan documentation.

GENERAL

This guide will provide detailed instructions, information, and assistance as you complete your LRP application.

INITIATE LOAN REPAYMENT PROGRAM APPLICATION

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 never received an LRP award before;
- You previously received an LRP award, but your most recent LRP award ended more than 37 months before the start date of your next anticipated LRP contact; or

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

LRP Subcategory:
Select one LRP subcategory from the drop-down list.

Mentored Research Scientist or Independent Investigator:
All Intramural LRP applicants are considered mentored research scientists, regardless of where they are in their career. Thus, this selection is automatically set to "Mentored Research Scientist."

Organization:
Select your organization from the drop-down list. The organization you choose must be your NIH IC (which must match the IC affiliated with your Commons ID).

Changing LRP Subcategories (Actions menu):
This feature allows you to change the options you selected on the Initiate Loan Repayment Application screen (Award Type and LRP Subcategory). Updating your selections may result in the loss of your application data.

SUMMARY

Once you save your selections on the Initiate Loan Repayment Program Application screen, the Summary tab will be displayed on your screen. This tab provides information regarding your application, such as:

Application Identifier:
Make a note of this system-generated number. If you leave your application before you submit it, you can use this number to find the application the next time you log into ASSIST.

Application Project Title:
This field will be populated with your Research Project Title when you complete the field in the Research Information tab.

Application Close Date:
This is the deadline for you to submit your application. All supporting documentation (reference letters, mentor letter, and IC Coordinator certification) must be submitted by this date as well.

Applicant Name:
Your name will be listed here.

Organization:
Your research organization will be listed here. This is pre-populated based on the organization you selected on the Initiate LRP Application screen. You must be at this organization at the start of your LRP contract.

Status:
This is the status of your LRP application. It will display as "Work in Progress" while you work on your application. You can confirm that your application was successfully submitted when the status displays as "Submitted". It is important that you read the Application Submission section at the end of this guide.

APPLICATION DATA

Award Type:
New or Renewal based on selection made on the Initiate LRP Application screen.

LRP Intramural or Extramural:
Intramural

LRP Subcategory:
Displays the LRP subcategory to which you are applying.

Award Length:
LRP awards have contract periods that begin on July 1 following the application deadline. However, the contract period may be backdated from the start of the NIH fiscal year (October 1st of the previous calendar year) to cover any time served conducting qualified research at NIH. Your employment date entered by your LRP IC coordinator will be used to determine the start date of your contract. The award periods are as follows:
- New awards for AIDS and Clinical Research for Individuals from Disadvantaged Backgrounds are two years in length.
- New awards for General Research and General Research for ACGME Fellows are three years in length.
- All renewal awards are one year in length.

Mentored Research Scientist or Independent Investigator:
All intramural applications are automatically set as Mentored Research Scientist.

Preferred IC:
From the drop-down menu, select the NIH Institute or Center (IC) where you are or will be employed.

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. Since the NIH LRP application process is competitive, submission of an application does not guarantee an award.

PERSONAL INFORMATION

Several fields may be prepopulated with information from your Commons personal profile. The Division of Loan Repayment (DLR) will use the contact information in your Commons personal profile for LRP- related communications. If you need to update your information, you should update your personal profile in your Commons account.

NIH Commons ID:

This field is pre-populated based on the Commons account you used to login to your application.

ORCID ID:

Enter your ORCID ID, if applicable.

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.

Name (Other):

Enter a secondary name such as a maiden name or a different name you use for professional purposes.

Work E-mail:

Enter your work email address.

Confirm Work E-mail:

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

Other E-mail:

Enter your personal email address. In case you leave the NIH, we will use this email address to communicate with your and send you 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.

Country:
If you chose Non-U.S. above, enter your mailing address country from the drop-down list.

Work Phone:
Enter your work phone number.

Ext.:
Enter your work phone extension, if applicable.

Home Phone:
Enter your home phone number.

Cell Phone:
Enter your cell phone number.

Preferred Contact:
From the down-down menu, indicate at which phone number you would prefer to be reached.

Date of Birth:
Enter your date of birth.

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.

COLLEAGUE INFORMATION

IMPORTANT! To give your colleagues enough time to submit documents in support of your application, you should complete the Colleague Information section of the application at least two weeks before the submission deadline. Here, you will enter information for your Primary Mentor, Research Supervisor, and IC coordinator. When all fields on this tab are completed and saved, an email will be sent to your colleagues with instructions on how to submit their documents. DLR will not contact your referees, so you must reach out to them individually. Read below for more information about requesting reference letters.

Requesting Reference letters (New competitive applications only): A minimum of three (but no more than five) reference letters must be submitted in support of your LRP application. One of these letters must come from your mentor. To request a reference letter, please direct your referees to the LRP Reference Letter Portal. You must provide your referees with your NIH Commons ID, which will be used by your referee to identify your application for submitting their reference letter. All referees will receive a confirmation email once they submit their reference letters. You will also receive a confirmation email each time a reference letter is submitted on your behalf. You can track any submitted reference letter on the "Status" section in your Commons account.

MENTOR and RESEARCH SUPERVISOR
Your mentor will also serve as your research supervisor on your LRP application. Your mentor is required to submit a reference letter through the LRP Reference Letter Portal. We are required to collect your research supervisor's contact information, since they will be asked to verify that you meet the terms and conditions of the LRP Contract during your LRP award period. For the General Research LRP for ACGME fellows, the research supervisor is your ACGME program fellowship director.

NIH Commons ID:
Enter your primary mentor's NIH Commons ID. Click on the Populate fields from Credentials button to fill the section with your mentor's information (organization, name, and email address).

Primary Mentor Organization:
Displays the organization of your mentor's most recent affiliation in Commons. Your mentor must be at the same IC where you will be employed during your LRP award period. Your mentor may have multiple affiliations in Commons and you should confirm that your affiliations match.

Primary Mentor Name:
Displays your mentor's name as listed in their Commons profile.

Primary Mentor Email:
Displays your mentor's email address as listed in their Commons profile. If the displayed email address is outdated, you may update this field to show your mentor's current email address. However, you should let your mentor know that they need to update the email address in their Commons profile.

Primary Mentor Position Title:
Enter your primary mentor's job title.

Primary Mentor's Biosketch:
You must obtain a copy of your primary mentor's Biosketch and upload it 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.

RESEARCH SUPERVISOR
As an Intramural LRP applicant, your research supervisor is the same individual as your research mentor. Your research supervisor will perform the administrative function of confirming to NIH that you are meeting the terms and conditions of your LRP Contract on a quarterly basis. To complete these certifications, your research supervisor must be affiliated with the same NIH as you are.

Checkbox on Research Supervisor:
As an Intramural LRP applicant, your primary mentor and research supervisor are the same individual. You should check this box to populate the fields.

Research Supervisor Name:
Enter your research supervisor's first, middle (optional), and last name.

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.

IC COORDINATOR
This official will be asked to confirm your full-time employment at NIH in the Intramural Research Program for the duration of the LRP contract period. For new applicants, the IC Coordinator will certify your salary, full-time employment start date, employment end date (if temporary), your eligibility in the program, and U.S. citizenship. If you are renewing your LRP, the IC coordinator will certify that your NIH appointment will cover the 1-year LRP renewal contract period. You can identify your IC Coordinator on the Contact & Engage section on the LRP website. Please note that post-doctoral fellows and graduate students are not eligible to participate in the intramural LRP and your IC Coordinator will not certify your application if you do not hold an eligible position at NIH. If awarded an LRP award, your IC coordinator will also verify your service at NIH on a quarterly basis.

NIH Commons ID:
Enter your IC Coordinator's Commons ID. You may populate the IC Coordinator's name and email address by clicking on the Populate fields from the Credentials box.

IC Coordinator's Organization:
This information is populated from the organization you selected on the Initiate LRP Application screen.

IC Coordinator Name:
Enter the first, middle (optional), and last name of your IC Coordinator.

IC Coordinator Email Address:
Enter your IC Coordinator's email address.

EMPLOYMENT AND AFFILIATION

Complete this section by entering information about your employer at NIH. You must list the organization at which you will be conducting research, starting on the first day of your LRP contract period.

NIH Institute or Center:
Select the institute or Center (IC) from the drop-down menu.

Department:
Enter any departmental information.

Additional Information (e.g., Center, Division, Branch, etc.):
Enter any additional information (if applicable).

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 by your IC Coordinator.

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

EDUCATION AND TRAINING

Provide information about your academic and training history, including conferred degrees and post-doctoral fellowships. Most Intramural LRP subcategories require applicants to hold an M.D., Ph.D., or equivalent doctoral-level degree to qualify for an award. Thoroughly review the LRP website for degree requirements for the subcategory 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. Enter the conferring institution, select the degree year from the drop-down menus, add specialty, and add subspeciality. If the entry is complete, press "Save and Add."

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. If you have already entered an education and you need to add a residency, please press "View" on the specific education entry you wish to edit, then press "Edit" to adjust the entry or enter a 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, and as a whole number.

Specialty:
Enter your area of specialty study.

Subspecialty:
Enter your area of subspecialty study, if applicable.

POST-DOCTORAL FELLOWSHIP
To add a post-doctoral fellowship press "Edit" on the Education and Training menu and you will be able to select "Add New Entry" in the Postdoctoral Fellowship Information section. 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, and as a 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, including formatting instructions, as it is your responsibility to comply with all stated page limits and format requirements. Formatting instructions are below:

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.

Figures (e.g., Images, Graphics, Charts, Graphs, and Tables):
Images and other figures must be readable as printed on an 8.5"x11" page at normal (100%) scale. Figures included in the research documents count towards the page limits and applicants should use image compression such as JPEG or PRN to reduce the overall application file size when creating their research documents.

Filenames:
Save all document attachments with descriptive filenames, as follows:
- Use unique filenames for all research documents (e.g., LRP_Biosketch or LRP_Biosketch v2)
- 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 – the system will not accept a 0 byte attachment.

Flattened PDFs:
All LRP uploads must be in PDF format. A PDF that has fillable fields, electronic signatures, text boxes or images inserted, becomes layered with each of these elements representing a layer. The existence of these layers interferes with the handling of the documents in the eRA system. If your application fails preview generation upon submission, you may be required to flatten problematic layered PDF uploads.

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.

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. If you upload a document that contains a hyperlink, this will trigger an error—which may prevent your application from being submitted.

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 many page limit requirements and provide error or warning messages to minimize incomplete or non-compliant applications. These systematic checks may not address all page limit requirements. You must comply with all documented page limits and should not rely solely on system validations.

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. Researchers should develop research-related documents collaboratively with their research mentor and/or colleagues. NIH expects that your mentor/research supervisor is sufficiently knowledgeable about the final submitted documents for certification purposes.

Research Project Title:
 Enter the title of your research project, using up to 200 characters. If pasting text into the fixed field, be sure that all text is captured and correct. Once your application is submitted, your title cannot be edited.

Project Abstract:
In the space provided, please provide a summary or abstract of your research project, using up to 2,000 characters. If pasting text into the fixed field, be sure that all text is captured and correct. Once submitted, your abstract cannot be edited.

Upload Research Project/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, images, and bibliography 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 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.

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.

Training and Mentoring Plan:
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.

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.

LOAN INFORMATION (NEW APPLICANTS ONLY)

(If you are applying for a renewal award, this tab will be intentionally blank.) 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 repayment by the LRP.

Loans from the same loan servicing agent and of the same loan type should be combined into a single entry (e.g., MOHELA, Stafford). To begin, click the "Add New Entry" button.

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/Servicing Agent 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".

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 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

This section is not required for the Intramural LRP.

CERTIFICATIONS

On the 'Certifications' 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.

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 name as an electronic signature on the form.

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 name as an electronic signature on the contract.

Disadvantaged Background Certification:
If you are applying to the Clinical Research for Individuals from Disadvantaged Backgrounds subcategory, complete this certification by checking at least one of the displayed boxes. To qualify for disadvantaged background status, you must upload the necessary documentation as a PDF attachment via the 'Add Attachment" feature. Only one support document can be uploaded so please combine any necessary support documents into a single PDF attachment.

APPLICATION SUBMISSION

Once you have completed all sections of the LRP application, look at the left-side navigation options on the left side of the screen. Each Action button is described below. Please review them carefully as your application will not be submitted until you complete this process.

Preview Application:
Click on the Preview Application button to download a PDF version of your application so you can look it over to make sure it is correct. Once downloaded, you can save and print the PDF. It is very important that you closely check to ensure that all the documents uploaded are correct as you will not be able to update these documents after you submit your application.

Validate Application:
Click on the VALIDATE APPLICATION button to check for any errors. If there are unfilled fields, invalid entries, or attachment issues, they will appear on the Application Errors and Warnings Results screen. Visit the section(s) of the application that has an error, press "edit" to complete or correct all required entries. After saving the section, re-click on the VALIDATE APPLICATION button to get an updated report. Please address each error and press VALIDATE APPLICATION until no errors are detected.

Please ensure that all uploaded documents are in PDF format, and that all hyperlinks within these documents are either deactivated or removed. Failure to do so will trigger an error, which may prevent your application from being submitted.

View Status History:
You can view your application status history, which lists any changes that were made to the status your application, including when you initiated and submitted your application. If you made any updates to the award type, LRP subcategory, or your independent/mentored status, this information will be listed in your status history.

Update Submission Status:
Once you have completed all the forms, all the errors have been addressed, and the application has passed the validations, you can then submit your application by clicking on the UPDATE SUBMISSION STATUS action button. On the dialog window, choose Ready for Submission option from the drop- down list. Any comments you wish to enter in the text box is only visible to you. After completing this step, you will return to the Summary page of your application, and you will see the status show as Ready for Submission. Clicking on the Submit Application button will result in changing the status to show as Submitted. You will receive an email confirmation in your inbox.