

# **NATIONAL INSTITUTES OF HEALTH LOAN REPAYMENT PROGRAMS**

*Instruction Guide for Extramural LRP Applicants*

*For the application cycle opening on September 1, 2021*

## NEW INFORMATION FOR FY 2022 LRP APPLICATIONS

There are important updates to the National Institutes of Health (NIH) Loan Repayment Programs (LRPs) application when you apply for an FY 2022 LRP award. Please read the notes below carefully.

### **The LRP Application is now part of ASSIST**

The Application Submission System & Interface for Submission Tracking (ASSIST) system is used to prepare and submit applications electronically to NIH and other Public Health Service agencies. The NIH LRP application is now part of ASSIST. To access ASSIST an eRA commons ID is required. You will not be able to start or submit your LRP application without an eRA commons ID. If you do not have a commons ID, you should obtain one through the grants management office at your University or research center. ASSIST can be accessed via this link: <https://public.era.nih.gov/assist>. Once you have logged in, click Go for the Initiate LRP option to start or access your LRP application.

Since the LRP application has changed for both new and renewal applicants this year, we strongly encourage all applicants to review this guide in its entirety carefully prior to starting their applications.

### **New Extramural LRP Subcategory**

There is a new subcategory for the Extramural LRP called Research in Emerging Areas Critical to Human Health (REACH). The REACH subcategory is designed for investigators pursuing major opportunities or gaps in emerging high-priority research areas, as defined by NIH Institutes and Centers. REACH will provide new LRP funding opportunities for those applicants who do not meet research eligibility requirements for any of the existing Extramural LRP subcategories. Please review the [REACH Priority Statements list](#) for information on each IC-specified area that is considered an emerging and/or a gap area. We strongly encourage applicants to discuss their career interests with an NIH Institute or Center scientific liaison before applying to REACH.

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## PRE-APPLICATION CHECKLIST FOR EXTRAMURAL LRP APPLICANTS

The NIH Loan Repayment Programs (LRPs) employs the NIH Application Submission System & Interface for Submission Tracking (ASSIST) to facilitate the electronic submission of your LRP application. The LRP application in ASSIST is divided into ten sections and collects information that will allow NIH to determine your overall eligibility and suitability for an LRP award. The LRP application 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 LRP.
- Read the information for each of the six Extramural LRP subcategories and determine which one best matches your research. Note that REACH is a new Extramural LRP subcategory this year.
- 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. Your mentor will be asked to submit a reference letter. If you receive an award, your Research Supervisor 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, your mentor is required to be one of your referees.
- Identify and contact a Business Official at your Institution and ask for their NIH Commons ID. Business officials are authorized to certify your protected research time and confirm 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 13–16 of the Instruction Guide.
- Identify your research funding sources.
- When the LRP application opens in ASSIST on September 1, log on, complete, and submit your LRP Application prior to November 18.

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](mailto:lrp@nih.gov), Monday through Friday from 9:00 AM to 5:00 PM, EST.

## IMPORTANT INFORMATION FOR EXTRAMURAL LRP APPLICANTS

### **APPLICATION DEADLINE IS ON NOVEMBER 18, 2021**

This year the application deadline will fall on Thursday, November 18, 2021. We recommend that you submit your application ahead of the deadline and be aware that your colleague support must be submitted by the deadline as well. You should complete the Colleague Information section of the application at least two weeks before the deadline to give your referees, mentor, and Institutional Business Officer time to submit supporting documents by the deadline.

### **For-Profit Support**

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, but is not limited to, compensation such as salary, direct/indirect research funding support as well as funding from for-profit sources that are distributed by non-profit entities (e.g., grants or career development awards that are funded by for-profit entities). 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. If you have questions about for-profit support, send an email to [lrp@nih.gov](mailto:lrp@nih.gov) immediately.

## 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:

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

- You receive early-stage awards, training awards, or funding that lists a mentor or supervisor;
- Your research is partially funded by another investigator's grant(s);
- Your research is conducted entirely in another investigator's assigned space;
- You are 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));
- You lack other rights and privileges of faculty, such as attendance at faculty meetings; and/or
- You are 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:

- You are eligible to apply for independent research funding as the PD/PI of a Federal or non-Federal research grant.
- You have a full-time faculty position;
- You received a start-up package for support of your independent research;
- You have research space dedicated to your own research;
- You 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 your research institution, as well as the appropriate NIH Institute/Center LRP Liaison to determine which category best describes your status.

### Organization:

Select your organization from the drop-down list

### **Changing LRP Subcategories (Actions menu):**

This feature will allow you to change the options you selected on the Initiate Loan Repayment Application screen (Award Type, LRP Subcategory, Independent/Mentored status). 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 IBO 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.

### **Status:**

This is the status of your LRP application. It will show as a Work in Progress while your work on your application. You can confirm that your application was successfully submitted when the status is showing as Submitted. It is important that you read the Application Submission section on pages 22-23 of this guide.

## **APPLICATION DATA**

### **Award Type:**

New or Renewal based on selection made on the Initiate LRP Application screen

### **LRP Intramural or Extramural:**

Will indicate Extramural

### **LRP Subcategory:**

Displays the LRP subcategory to which you are applying

### **Award Length:**

Extramural LRP awards have contract periods that begin on July 1 following the application deadline. The award periods are as follows:

- 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) that funds your application will make the final determination on the length of your award

**Mentored Research Scientist or Independent Investigator:**

Will show your selection from the Initiate LRP Application screen

**Preferred IC:**

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

- Applications to the Clinical Research 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 are assigned to the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)

**Preferred IC (Secondary Choice):**

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 for Individuals from Disadvantaged Backgrounds or Contraception and Infertility Research subcategories.

**Not Preferred IC:**

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 for Individuals from Disadvantaged Backgrounds or Contraception and Infertility Research subcategories as they are assigned to NIMHD and NICHD respectively.

**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.

## PERSONAL INFORMATION

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

**NIH Commons ID:**

This will be populated based on your login

**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 another name used professionally.

**Work E-mail:**

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

**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. We will use this 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.

**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:**

Indicate which phone number you would prefer to be reached at from the drop-down list.

**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.

## EMPLOYMENT AND ACADEMIC 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.

**Note:** your employer/organization must be a domestic, nonprofit organization to meet NIH LRP eligibility requirements. If you are employed by or receive support from a for-profit organization, you are not eligible for the NIH LRPs.

**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/Postal Code:**

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

**University or Hospital/Clinic/Other Organizations:**

Organizations located in the state selected above will be available in the drop-down menu. If you do not see your Institution in the drop-down, select "other" at the bottom of the menu and manual enter your institution. Enter all additional organizational 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 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/DD/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.

**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:**

Universities located in the state selected will be available in the drop-down menu. If you do not see your University in the drop-down, select "other" at the bottom of the menu and manual enter your University. Enter all additional institutional information, if applicable.

**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/DD/YYYY.

## EDUCATION AND TRAINING

Provide information about your academic and training history, including conferred degrees and post-doctoral fellowships. Most Extramural 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 ([www.lrp.nih.gov](http://www.lrp.nih.gov)) 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 subspecialty. 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, as 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, 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 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.

**Filenames:**

Save all document attachments with descriptive filenames, as follows:

- Use unique filenames for all research document uploads (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 - 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, titles, and Headings (e.g., Significance, Innovation) within the text of your attachments.

**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. 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 pursued; 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.

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.

**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.

**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. Once the colleague information is entered and the section saved, an email will be sent to your colleagues with instructions to submit their documents. The NIH DLR will not contact your referees, you must reach out to them individually (see below).

**Note for Mentored Researchers:** Your mentor must serve as one of the three required referees. Please advise your mentor that they will receive instructions via an email from NIH on how to complete the reference letter process.

**Requesting Reference letters:** A minimum of three, but no more than five reference letters may be submitted in support of your LRP application. To request a reference letter please direct your letter writer to the [Referee Portal](#). You must provide your referees with your NIH commons ID, which will be used by your referee to identify the application for their reference letter. 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. You can track any submitted reference letter on the Status section in your Commons account.

**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 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.

**MENTORED RESEARCHERS - PRIMARY MENTOR:** (If you selected Independent Researcher, this section will not appear on your screen.) 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.).

**NIH Commons ID:**

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

**IBO Organization:**

This information is populated from the organization you selected on the Initiate LRP Application screen.

**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)

(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 re payment 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

Detail your research funding in this section. Your research must be funded by a domestic nonprofit entity to be eligible for the NIH LRP. 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 full project number as it appears in [NIH RePORTER](#).

#### 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**

On 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.

### **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 Actions 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.

### **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.